



Social Transformation Through Dynamic Education

BHARATI VIDYAPEETH'S NEW LAW COLLEGE, KOLHAPUR



- Permanently Affiliated to the Shivaji University, Kolhapur, • Recognized under section 2(f) and 12 (b) of the UGC Act, • Approved by the Bar Council of India and • Reaccredited with B+ grade by the NAAC)

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CODE OF CONDUCT FOR TEACHING STAFF AND NON-TEACHING STAFF

PREAMBLE

Bharati Vidyapeeth New Law College, Kolhapur is committed to maintaining the highest standards of legal education, professional ethics, discipline, integrity, and academic excellence. This Code of Conduct is framed in consonance with the principles of the Advocates Act, Bar Council of India Rules on Legal Education, Shivaji University regulations, UGC guidelines, and the values and objectives of Bharati Vidyapeeth. Legal education institutions are expected to uphold professional standards, ethical conduct, academic discipline, and quality legal education.



PRINCIPAL
Bharati Vidyapeeth's
New Law College, Kolhapur

PART – I

CODE OF CONDUCT FOR TEACHING STAFF

1. General Professional Conduct

1. Every teacher shall maintain absolute integrity, honesty, impartiality, and professional ethics.
2. Teachers shall conduct themselves in a manner befitting the dignity of the teaching profession and legal fraternity.
3. Teachers shall uphold the vision, mission, and objectives of Bharati Vidyapeeth and the College.
4. Teachers shall avoid any conduct that may bring disrepute to the institution, legal profession, or university.
5. Teachers shall maintain professional decorum within and outside the campus.

2. Academic Responsibilities

1. Complete the prescribed syllabus within the stipulated academic schedule.
2. Prepare annual teaching plans, lesson plans, and maintain academic records.
3. Ensure punctuality and regularity in lectures, practicals, moot court exercises, and tutorials.
4. Adopt learner-centric, participative, and innovative teaching methodologies.
5. Encourage research, legal writing, publications, and participation in academic activities.
6. Guide students in moot courts, internships, legal aid, research projects, and extension activities.
7. Participate actively in curriculum development, quality enhancement initiatives, and accreditation processes.

3. Duties Towards Students

1. Treat all students with dignity, fairness, and respect irrespective of caste, religion, gender, language, economic status, disability, or background.



2. Maintain a healthy teacher-student relationship based on mutual respect.
3. Encourage critical thinking, legal reasoning, and professional competence.
4. Provide academic guidance and mentoring whenever required.
5. Maintain confidentiality of student records and personal information.
6. Refrain from harassment, discrimination, victimization, or favoritism.
7. Promote constitutional values, human rights, gender equality, and social justice.

4. Professional Ethics

1. Maintain impartiality in evaluation, assessment, and examination duties.
2. Avoid plagiarism, academic dishonesty, and unethical research practices.
3. Refrain from accepting gifts, favors, or benefits that may influence academic decisions.
4. Ensure transparency and fairness in academic and administrative matters.
5. Maintain confidentiality regarding examination processes and institutional information.
6. Avoid conflict of interest in academic and professional activities.

5. Research and Scholarly Activities

1. Undertake quality research and publication activities.
2. Promote interdisciplinary and socio-legal research.
3. Adhere to research ethics and intellectual property norms.
4. Encourage student participation in research and innovation.
5. Seek continuous professional development through seminars, workshops, FDPs, conferences, and training programmes.

6. Duties Towards Colleagues and Institution

1. Maintain cordial and professional relations with colleagues.
2. Respect the opinions and dignity of fellow staff members.
3. Cooperate with institutional authorities in implementation of policies and programmes.

4. Participate actively in committees, cells, and institutional activities.
5. Assist in maintaining a harmonious academic environment.
6. Avoid spreading misinformation or engaging in activities detrimental to institutional interests.

7. Legal Education Standards

1. Teachers shall adhere to standards prescribed by the Bar Council of India for legal education.
2. Teachers shall actively contribute to clinical legal education, moot court programmes, legal aid activities, and practical training.
3. Teachers engaged in legal practice, where permissible, shall ensure compliance with applicable Bar Council regulations.
4. Faculty shall strive to bridge the gap between legal theory and professional practice.

8. Use of Technology

1. Utilize ICT tools and digital platforms effectively for teaching-learning processes.
2. Maintain cyber ethics and data privacy.
3. Use official digital communication channels responsibly.
4. Protect institutional digital resources and confidential information.



PART – II

CODE OF CONDUCT FOR NON-TEACHING STAFF

1. General Conduct

1. Maintain integrity, honesty, discipline, and dedication in discharge of duties.
2. Perform duties efficiently, diligently, and courteously.
3. Maintain professional behavior with students, teachers, visitors, and stakeholders.
4. Protect the reputation and interests of the institution.
5. Refrain from misconduct, insubordination, or negligent behavior.

2. Administrative Responsibilities

1. Discharge assigned duties accurately and within prescribed timelines.
2. Maintain official records, files, and documents properly.
3. Ensure confidentiality of institutional records and information.
4. Assist in smooth conduct of admissions, examinations, and administrative processes.
5. Comply with institutional policies, university regulations, and statutory requirements.

3. Duties Towards Students

1. Treat students respectfully and provide necessary assistance.
2. Avoid discrimination, harassment, or rude behavior.
3. Facilitate efficient delivery of student support services.
4. Maintain confidentiality of student records and personal data.

4. Workplace Ethics

1. Observe punctuality and regular attendance.
2. Maintain cleanliness, orderliness, and discipline in the workplace.
3. Refrain from unauthorized absence during working hours.
4. Avoid misuse of institutional property and resources.
5. Maintain confidentiality in all official matters.



5. Financial and Administrative Integrity

1. Ensure transparency and accountability in handling institutional resources.
2. Follow established financial procedures and record-keeping practices.
3. Avoid fraudulent practices, misappropriation, or misuse of funds.
4. Promptly report any irregularities to competent authorities.

6. Use of Institutional Resources

1. Use college property, equipment, and facilities responsibly.
2. Prevent wastage and misuse of institutional resources.
3. Ensure proper maintenance and security of records and equipment.
4. Follow cybersecurity and data protection practices.



PART – III

COMMON PROVISIONS FOR ALL EMPLOYEES

1. Anti-Ragging

All employees shall actively support and implement anti-ragging measures as per UGC, University, and Government regulations.

2. Prevention of Sexual Harassment

All employees shall comply with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and cooperate with the Internal Complaints Committee.

3. Equal Opportunity and Inclusiveness

1. Promote equality, diversity, and inclusiveness.
2. Respect constitutional values and human dignity.
3. Ensure a discrimination-free academic and work environment.

4. Environmental Responsibility

1. Promote environmental sustainability and green practices.
2. Conserve energy, water, and natural resources.
3. Support institutional environmental initiatives.

5. Compliance with Laws and Regulations

All employees shall comply with:

- Rules and Regulations of Bharati Vidyapeeth.
- Statutes, Ordinances, and Regulations of Shivaji University.
- Norms and standards prescribed by the Bar Council of India.
- UGC Regulations and Government directives.
- Applicable labour, service, and educational laws.



VIOLATION OF CODE

All students and staff members of Bharati Vidyapeeth's New Law College, Kolhapur are expected to uphold this Code of Conduct to maintain academic excellence, institutional integrity and professional values of legal education.

Any violation of this Code of Conduct may invite disciplinary action as per the rules of Bharati Vidyapeeth, Shivaji University, Bar Council of India, UGC Regulations, and applicable laws. Such action may include warning, censure, suspension from responsibilities, disciplinary inquiry, or any other action deemed appropriate by the competent authority.

Review Period: Every Three Years or as required by statutory authorities.




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