



# **POLICY DOCUMENT ON WORK ETHICS**

SHAHAJI LAW COLLEGE, KOLHAPUR

COUNCIL OF EDUCATION'S

# SHAHAJI LAW COLLEGE, KOLHAPUR

NAAC A GRADE COLLEGE | 90 YEARS OF HISTORY | AFFILIATED TO SHIVAJI  
UNIVERSITY KOLHAPUR

1090, 'E' Ward, Shahupuri, Kolhapur – 416 001 Maharashtra, India.  
Phone: (0231) 2523878, 2522978; cell 8007099143

## CODE OF PROFESSIONAL ETHICS

### **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 teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

1. adhere to a responsible pattern of conduct and demeanour 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;
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 organizations and strive to improve education and profession through them;
6. perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
8. participate in extension, co-curricular and extra-curricular activities including community service.

## II. TEACHERS AND THE STUDENTS

### TEACHERS SHOULD:

1. respect the right and dignity of the student in expressing his/her opinion;
2. respect the right and dignity of the student in expressing his/her opinion;
3. deal justly and impartially with students regardless of their religion, caste, Political, economic, social and physical characteristics;
4. recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
5. encourage students to improve their attainments, develop their personalities and At the same time contribute to community welfare;
6. inculcate among students scientific outlook and respect for physical labour and Ideals of democracy, patriotism and peace;



7. be affectionate to the students and not behave in a vindictive manner towards Any of them for any reason;
8. pay attention to only the attainment of the student in the assessment of merit;
9. make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
10. aid students to develop an understanding of our national heritage and national Goals; and
11. refrain from inciting students against other students, colleagues or Administration.

### 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 lodging 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 organizations 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 organizations 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 dignity of the profession;
6. should adhere to the conditions of contract;
7. give and expect due notice before a change of position is made; 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:**

1. teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
2. teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

#### **VI. TEACHERS AND GUARDIANS**

##### **TEACHERS SHOULD:**

Try to see through teachers' bodies and organizations, 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.



## VII. TEACHERS AND SOCIETY

### TEACHERS SHOULD:

1. recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
2. work to improve education in the community and strengthen the community's moral and intellectual life;
3. be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

  
Coordinator  
IQAC  
Shahaji Law College,  
Kolhapur.



  
PRINCIPAL  
SHAHAJI LAW COLLEGE, KOLHAPUR



THE COUNCIL OF EDUCATION'S  
**SHAHAJI LAW COLLEGE**  
KOLHAPUR

**NAAC Cycle III**

Criterion No.: 07

Metrics No.: 7.1.10

# SHAHAJI LAW COLLEGE

NAAC Cycle III

## 7.1.10. CODE OF CONDUCT (TEACHERS, STUDENTS AND PRINCIPAL)

### Monitoring Committee and Programmes of Monitoring Committee

SR. NO.	EVENT
1.	Composition of Monitoring Committee
2.	Notices and Minutes for Monitoring Committee Meeting
3.	Annual Awareness Program on Code of Conduct organized for LL.M. on 6 <sup>th</sup> December, 2022
4.	Programme for imbibing Code of Conduct amongst Teachers
5.	Library Orientation Program on 16/09/2022
6.	Library Orientation Program on 26/05/2023
7.	Library Orientation Program on 27/05/2023

**Council of Education's  
SHAHAJI LAW COLLEGE, KOLHAPUR**

**CODE OF CONDUCT MONITORING COMMITTEE**

Code of Conduct Monitoring Committee is formed to conduct the functioning of the institution in accordance with the applicable laws, regulations, and rules and with the highest standard of ethics and values.

**About Monitoring Committee:**

Shahaji Law College Kolhapur has a prescribed code of conduct for staff and students which is displayed on the college website.

The management believes that to guide and equip staff and students in moral and ethical values is a primary responsibility. To discharge this responsibility, it conducts awareness programmes so that students and staff are enabled to carry out their duties and responsibilities by adhering to the rules and regulations and prescribed code of conduct.

A Monitoring Committee was constituted by the IQAC in the academic year 2021-22 to monitor adherence to the code of conduct.

**Objectives of the Committee:**

- To monitor the behavior of students and take disciplinary actions
- To monitor adherence to the code of conduct
- To organize programmes on professional ethics for staff and students.
- To organize awareness programmes, professional ethics program on code of conduct for staff and students.
- To implement the annual awareness programme on code of conduct
- To implement the code of conduct for students and faculty members.

**Functions:**

1. The committee monitors the implementation of the annual awareness action plans made by the IQAC to drive home the code of conduct through awareness programmes, motivational sessions and guest lectures for staff and students.
2. Roles and responsibilities are assigned to student representatives, faculty coordinators of different committees/cells, HoDs, Deans of Academic Affairs, Deans of Student Affairs, Controller of Examinations and Vice-Principals to schedule and implement the plan of action on code of conduct.



3. The committee monitors the functioning of the following committees concerned with matters of discipline, ethics, and codes of conduct:
- (i) Discipline Committee
  - (ii) Anti-Ragging Committee
  - (iii) Grievance Redressal Committee (For staff & students)
  - (iv) Internal Complaints Committee
4. The committee maintains reports with supporting documents of the programmes organized
5. The committee meets once in every semester (2 times a year) and records the minutes of the meetings.

### Composition

Members	Name	Designation
<b>Chairman</b>	Prin. Dr. P. B. Patil	Principal
<b>Secretary</b>	Dr. A. S. Jadhav	Assistant Professor
<b>Faculty representative Members</b>	Dr. M. C. Sheikh,	Professor
	Dr. S. R. Rasam,	Associate Professor
	Dr. Suchita Surgihalli,	Assistant Professor
	Dr. A. P. Patil,	Assistant Professor
	Prof. S.V. Patki	Assistant Professor

  
 Coordinator  
 IQAC  
 Shahaji Law College,  
 Kolhapur.



  
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1090 'E' WARD SHAHUPURI, KOLHAPUR – 416 002

Approved by Bar Council of India  
www.shahajilawcollege.com

NAAC Accredited A  
prin.shahajilawcollege@gmail.com

Date: 11/12/2022

## NOTICE

All the members are hereby notified that a meeting of Code of Conduct Monitoring committee is scheduled to be held on 20/12/2022 in the Staffroom at 11.00 am.

  
Principal  
SHAHAJI LAW COLLEGE, KOLHAPUR



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## MEETING

The meeting of the Code of Conduct Monitoring committee was held in the staffroom on 20/12/2022 in the Staffroom at 11.00 am.

Following members were present for the Meeting.

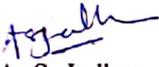
Following member were present for the Meeting.

- |                           |           |
|---------------------------|-----------|
| 1. Dr. Praveen Patil      | Chairman  |
| 2. Dr. Savita Rasam       | Member    |
| 3. Dr. M.C. Sheikh        | Member    |
| 4. Dr. Suchita Surgihalli | Member    |
| 5. Asst Prof. Suhas Patki | Member    |
| 6. Dr. Asmita Patil       | Member    |
| 7. Dr. A. S. Jadhav       | Secretary |

### Minutes of the Meeting:

1. Committee framed the objectives and functioning of the code of conduct for students. And teachers.
2. Code of conduct policy to be upgraded periodically.

Meeting concluded with vote of thanks by Dr. A. S. Jadhav

  
Dr. A. S. Jadhav

Secretary

  
Prin. Dr. Pravin B. Patil

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Date: 11/05/2023

## NOTICE

All the members are hereby notified that a meeting of Code of Conduct Monitoring committee is scheduled to be held on 15/05/2023 in the Staffroom at 11.00 am.

  
Principal  
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SHAHAJI LAW COLLEGE, KOLHAPUR.



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## MEETING

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Following members were present for the Meeting.

1. Dr. Praveen Patil	Chairman
2. Dr. Savita Rasam	Member
3. Dr. M.C. Sheikh	Member
4. Dr. Suchita Surgihalli	Member
5. Asst Prof. Suhas Patki	Member
6. Dr. Asmita Patil	Member
7. Dr. A. S. Jadhav	Secretary

### Minutes of the Meeting:

1. To confirm the minutes of previous meeting. The minutes of previous meeting held on 20/12/2022 were read and confirmed.
2. Committee framed the objectives and functioning of the code of conduct for students. And teachers.
3. Code of conduct policy to be upgraded periodically.

Meeting concluded with vote of thanks by Dr. A. S. Jadhav

  
Dr. A. S. Jadhav  
Secretary

  
Prin. Dr. Pravin B. Patil

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Date: 11/10/2023

## NOTICE

All the members are hereby notified that a meeting of Code of Conduct Monitoring committee is scheduled to be held on 17/10/2023 in the Staffroom at 11.00 am.

  
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## MEETING

The meeting of the Code of Conduct Monitoring committee was held in the staffroom on 17/10/2023 in the Staffroom at 11.00 am.

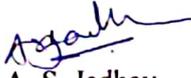
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Dr. A. S. Jadhav

Secretary

  
Prin. Dr. Pravin B. Patil

Principal  
SHAHAJI LAW COLLEGE, KOLHAPUR



Annual awareness program on Code of Conduct organized for LL.M. on  
06<sup>th</sup> December, 2022.

Council Of Education's  
SHAHAJI LAW COLLEGE, KOLHAPUR  
Orientation Program ( LL.M )  
06 December 2022  
Programme Sheet

5:00 Pm	Introductory Speech : Asst. Prof. Swati Gavade
5:10 Pm	Welcome Speech: Ms. Shivani Kalantre
5:20 Pm	Keynote address: Principal Dr. P.B.Patil
5:55 Pm	Vote of thanks: Asst. Prof. Deepti Patil



*AK*  
Coordinator  
IQAC  
Shahaji Law College,  
Kolhapur.



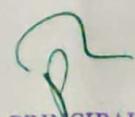
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Program for imbibing Code of Conduct among Teachers.  
(2022-23)



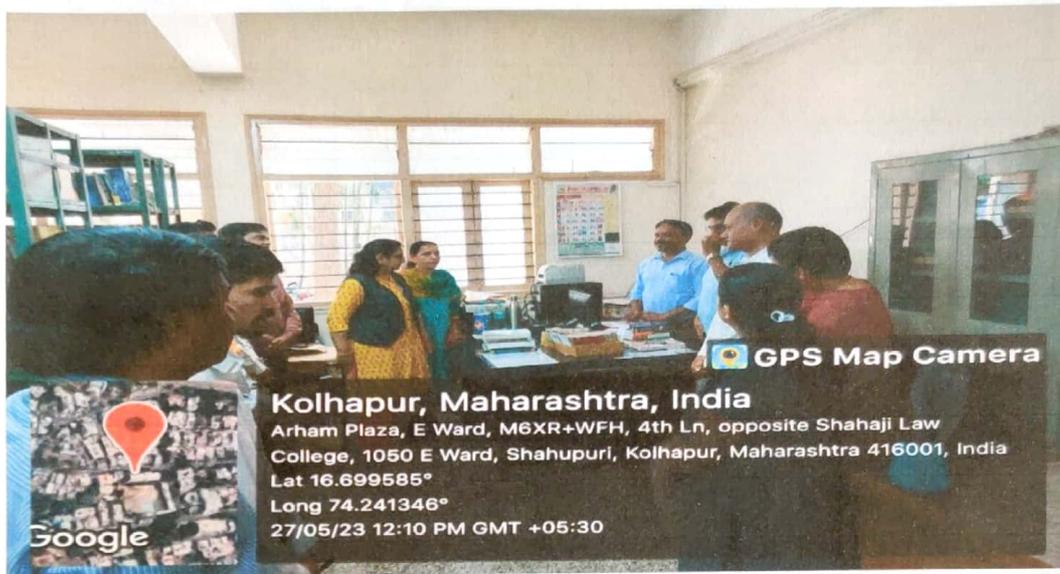
  
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**SENSITIZATION OF STUDENTS AND TEACHERS  
REGARDING CODE OF CONDUCTS IN THE LIBRARY**

**(2022-23)**



  
**Coordinator**  
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Kolhapur.



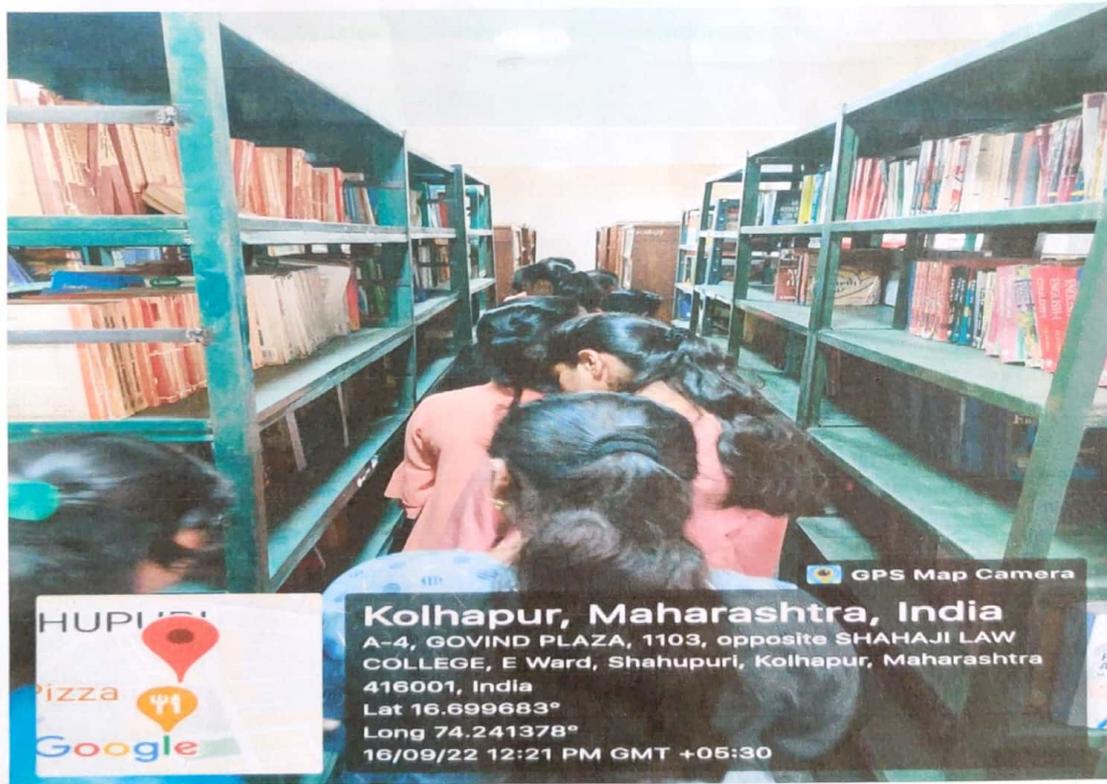
  
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*SK*  
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**Coordinator**  
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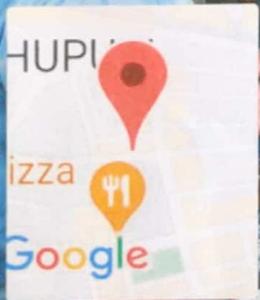


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SHAHAJI LAW COLLEGE, KOLHAPUR



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Long 74.241343°  
16/09/22 11:59 AM GMT +05:30

GPS Map Camera



**Kolhapur, Maharashtra, India**  
A-4, GOVIND PLAZA, 1103, opposite SHAHAJI LAW COLLEGE, E  
Ward, Shahupuri, Kolhapur, Maharashtra 416001, India  
Lat 16.699766°  
Long 74.241419°  
16/09/22 12:17 PM GMT +05:30

GPS Map Camera

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Shahaji Law College,  
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*[Signature]*  
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