



## CHILDREN WELFARE CENTRE'S COLLEGE OF LAW

Affiliated to University of Mumbai

Approved by Government of Maharashtra & Bar Council of India

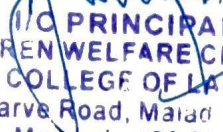
Valnai Village, Marve Road, Orlem Bavadi Stop, Malad (West), Mumbai - 400064

T : 28011177 / 78 / 9967529177 E : info@cwclawcollege.in W : www.cwclawcollege.in

### Code of Conduct for Student

1. Every student must obtain on admission, his / her identity card which must have his /her photograph duly attested and present it for inspection on demand.
2. Students must not attend classes other than their own without the permission of the Principal.
3. Students must not loiter in the Corridors or in the College premises particularly when the classes are going on. Smoking, consumption of alcohol or harmful drugs in the college premises is strictly prohibited.
4. Students shall not do anything either inside or outside the College that shall in any way interfere with its orderly administration and discipline. No Society or Association shall be formed in the College and no person shall be invited to address a meeting without the prior permission of the Principal.
5. Students should not invite an outsider to the college premises, classrooms, library, canteen gymkhana, or gymnasium.
6. Student must not associate themselves with any activity not authorized by the Principal. Serious action shall be taken against the students found organizing or participating in such unauthorized activities. No student shall be allowed to take active part in any of the current political activities.
7. No student shall communicate any information or write about matters dealing with the College administration to the press or any social or political organization. Students are expected to take care of College property and to help in keeping the premises clean.



  
Principal  
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8. Damage to the property of the College, e.g. spitting, disfiguring walls, doors or breaking furniture, fittings, glasses is a breach of discipline and will attract severe punishment. Students should not leave their books, valuables and other belongings in the class rooms. The college is not responsible for the lost property of students.
9. Students are not permitted to park two wheelers or four wheelers in the college premises. Students requiring certificates or testimonials in regards to their performance and progress in a course should apply to the professor-in-charge.
10. If, for any reason, the continuance of a student in the College is, in the opinion of the Principal detrimental to the best interest of the college, the principal may ask such student to leave the College without assigning any reason thereof.
11. Students joining the college are bound by the Rules and Regulations of the College. Students receiving Government or College scholarships or any remission in fees must note that the grant and continuance thereof are subject to good behaviour, regular attendance, satisfactory progress and good result at College and University exams. Students using unfair means at examination shall not be readmitted to the College. Matters not covered by the existing rules will rest at the absolute discretion of the Principal.
12. Ragging is strictly prohibited within and outside the college premises. Students indulging in ragging will be punished as per the Maharashtra Prohibition of Ragging Act, 1999 (Mah. XXXIII OF 1999) published in Maharashtra Govt. Gazette on 15<sup>th</sup> May 1999. Such students will also be expelled because of their indulgence in ragging.



*[Signature]*  
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13. Use of cell phones in any form within the college premises is strictly prohibited. On breach of this discipline, the cell phone holder will be liable for a penalty of Rs. 500/- for the first offence. In case of a repetition of the offence, it shall be liable for confiscation and will be kept in the custody of the college for five days.
14. It is the responsibility of the students to read the Notice Board regularly for important announcements made by the College office from time to time. They will not be given any concession on grounds of ignorance.
15. Students will participate in the Court visits / Excursions / Study Tours at their own risk and will not hold the college responsible for any untoward incidents or claim compensation for damages arising out of it.



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### Code of conduct for Teachers

1. Teacher shall fulfil their teaching obligations and the work connected with them.
2. A teacher must not discriminate any student for political reasons or on grounds of race, caste, religion, language or sex or on any other grounds, arbitrary or personal in nature and must not incite students/teachers against other teachers, colleagues or an administrative/governing body, college and university.
3. A teacher must have freedom of thought and expression. They shall not abuse a college/university facility or forum.
4. The teacher may not refuse to carry out academic and administrative tasks decision taken by the director/managing body.
5. The teacher may not use the school's resources and/or equipment Department/College/University/Governing Body for Personal, commercial, political or religious purposes.
6. The teacher must not be biased or deliberate when evaluating the student interrupt, underline, or harass a student for any reason.
7. Teacher may not conduct/participate in private coaching classes or private lessons directly or indirectly. A teacher shall not directly or indirectly indulge in any malpractice or unfair teaching or examination/administrative means.



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8. The teacher must not provide incorrect information about their personal qualifications, age etc. with respect to their appointment/promotion. The teacher's behaviour and professional conduct must set a good example for students.
9. The teacher must not use inappropriate or offensive language.
10. The teacher must not initiate or partake in any inappropriate contact with students over social media.
11. A teacher must not have any inappropriate relationship with a student because that would be a clear breach of trust.
12. During exam duty, teachers should walk around the classroom and duly perform their supervision duties. Cell phones are not permitted during exam duties.
13. The teacher should strive to ensure continuous professional growth with study and research.
14. The teacher should discourage plagiarism or other misconduct. They must advocate and ensure ethical behaviour in teaching and research.
15. The teacher should participate in the extension, common curriculum and extracurricular activities including community service.



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### Code of conduct for Administrative staff

1. College Administrative staff must maintain high standards of honesty, punctuality and professional ethics. They should work within institutional policy to satisfy the vision and mission of the institute.
2. They should be well aware of the duties, responsibilities and limitations of their functions. They should study the pros and cons of the job properly so that they can facilitate the demands of the teaching staff, public administration and students.
3. Staff should collaborate and co-operate with colleagues and external agencies necessary to support the development of the college.
4. Administrative staff should maintain decorum, dignity and helpfulness in their speech and behaviour and maintain harmonious relationships with other staff and students.
5. They should follow the principles of cooperation and courtesy in both verbal and non-verbal communication.
6. Administrative staff should act in a professional and friendly manner towards colleagues, regardless of their relative position, gender or position within the institutional hierarchy.
7. Administrative staff should maintain confidentiality when conducting examinations and any other information related to policy unless requested to disclose it by an institutional body.



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8. Administrative staff must strictly follow the guidelines and instructions of the office. They shall comply with and obey all orders and instructions that may be given to him from time to time.
9. They should contribute constructively to the development of the college and students. They should preserve the sanctity of the academic environment. Administrative staff should keep proper records of the relevant portfolio.
10. Administrative staff should strive for continuous development through training programs, workshops and skill development activities. Administrative staff should respect and maintain hierarchy in the administration.
11. All administrative staff maintain integrity and honesty in all activities.
12. They should exercise self-discipline, exercise restraint at all times and interact positively with staff, students and the public.
13. Administrative staff should strictly avoid divulging official secrets, mutilating, erasing, concealing, altering or altering official receipt documents. They shall not intercept or embezzle college funds.
14. They should not waste time in the office for personal reasons. They should set a proper time limit for meeting the usual demands of students.
15. They should also show the time required in advance and the proper procedures for receiving the various documents.
16. They should avoid the procrastination of daily office work. They should adopt a zero backlog policy. They should maintain proactive and speculative work strategies.



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17. Office employees should not indulge in any form of addiction during office hours. They should not remain absent from duty without official approval or approved leave.
18. They should use e-resources and electricity judiciously, give impetus to office automation and inculcate paperless practices to be greener.
19. They should be present at the College and be available on a full-time basis and work in that capacity at such place as they may be directed from time to time.
20. Follow the provisions of the law, statutes, standard code, decrees, regulations, and Government Rules and Directives and Decisions, University of Mumbai, education and other concerned authorities.
21. They shall ensure the smooth progress of the student's admission process, examination procedure and activities of the university/institution and administrative activities.



  
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