

IMAMUL HAI KHAN LAW COLLEGE
BOKARO STEEL CITY, JHARKHAND
PIN CODE – 827006

CODE OF CONDUCT FOR PRINCIPAL

VISION

Endeavours to be No.1 College in the field of legal education.

MISSION

- ♦ To come up as a centre of excellence in the field of legal education by adopting modern teaching and training techniques.
- ♦ To impart high quality legal education and professional training to the wards of armed forces personnel and civilians.
- ♦ To produce law graduates capable of pursuing career at Bar, Judicial services, Civil services, or as an officer in the Armed forces or placement in Multi National Companies.
- ♦ To promote academic excellence, discipline, personal character, high sense of ethical and moral values and spirit of national integration amongst the students of AIL.
- ♦ To promote co-curricular activities for over all personality development of the students

ROLES AND RESPONSIBILITIES

In addition to the duties borne out from the service rules of IMAMUL HAI KHAN LAW COLLEGE EDUCATIONAL SOCIETY, the Principal shall observe the following:

1. The Principal shall maintain and promote a high standard of integrity, impartiality and devotion to duty having full regard to the vision and mission of

the institution. Further, he shall inspire his colleagues to fulfil the vision and mission of the institution through their duties. In addition to this he shall also make endeavours to encourage the students to thrive for academic excellence, personality development and professionalism.

2. The Principal shall act as a coordinator between the management and the teaching and administrative staff. The Principal shall ensure that the decisions, taken by the Management (in Executive Committee meetings) in consultation with him collectively in respect of issues relating to the institution, shall be discussed and communicated to the staff. The Principal shall also ensure that such decisions are effectively implemented within the stipulated time.

3. The Principal shall make all endeavours to promote the college activities by considering the interests of students, parents and the society.

4. The Principal shall hold meetings with teaching staff periodically in order to discuss the offerings of new courses of law, certificate programmes, and online courses. The Principal shall also discuss and decide the subject allotment, class teacher ship, lesson plan of the allotted subject, completion of the syllabus and conducting examination. With regard to the committees, the Principal shall in consultation with the staff, constitute various committees including both academic and co – curricular activities and also statutory compliances and clinical courses.

5. The Principal shall strictly adhere to the norms of attendance as per the statutory provisions.

6. Conducting Examination: The Principal to be solely responsible for conducting the examination as per the schedule prescribed by the University. Further the examination has to be conducted in a fair manner, ensuring the sanctity of examination. The Principal shall also ensure that the internal assessment is also done in a fair manner.

7. The Principal shall constitute all statutory and other committee as per the requirement of statutory and other bodies. Having constituted the committees, he shall laid down the policies and framework of those said committees in consultation with the teaching and administrative staff. Further he should also supervise the effective functioning of those committees.

8. The Principal shall ensure the utmost discipline by the students and staff members. In case of any deviation from the norms of discipline of the institution, by the students, the Principal shall take all the necessary decisions which may deem fit to the circumstances. In case of any deviation from the

norms of discipline of the institution, by the students, the Principal shall take all the necessary decisions which may deem fit to the circumstances. In case of indiscipline by the teaching and administrative staffs, the Principal shall notify the same to the management without any delay.

9. The Principal shall at all times assure the progress and welfare of the institution while taking decisions.

The Principal shall discharge any other functions other than those mentioned above, assigned to him, by the management or a regulatory authority from time to time, in good faith.

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CODE OF CONDUCT FOR STAFF

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ROLES AND RESPONSIBILITIES

Service rules of IMAMUL HAI KHAN EDUCATIONAL SOCIETY, every employee shall observe the following:

Every staff shall maintain a high standard of integrity, impartiality and devotion to duty having full regard to the vision and mission and also the position that is held by them in society. Every teacher shall carry out he work relating to teaching, research,

examination or academic work assigned to them by college from time to time with utmost devotion. Every staff shall in discharge of his official duties not be guided by his personal interest, if any, affecting the discharge of such official duties, ensure utmost discipline, orderly behaviour of the students in campus.

Attendance Policy: The teaching and non – teaching staff shall arrive at the college as per the schedule and sign in the attendance register and / or punch in the bio – metric device, both in the morning and evening without fail. In case of late arrival, the Principal may condone such late attendance if he is satisfied with the explanation offered by the staff concerned or prior permission of the Principal is obtained for such late arrival.

Leave/Deputation: The teaching and non – teaching staff may apply for leave by submitting a leave letter to the Principal. However, the reason for applying for the leave/deputation is to be discussed with the Principal prior to the submission of the letter. In case of exigencies a post factor leave letter can be submitted to the Principal on the day of reporting. In case of deputation on account of administrative or academic assignments, submission of the letter from the institution/organization where the staff was deputed is mandatory. The responsibility of the teaching staff who are availing leave/deputation, shall ensure that their respective classes are not left unattended or let free due to their non – availability. In this regard, they shall also coordinate with the Academic Coordinator by informing their absence and also arrangement made to their respective classes.

Conducting classes: The teaching staff shall prepare “lesson plan” for their allotted subject in the prescribed format before the commencement of the semester. The prepared lesson plan should also be presented in the staff meeting for faculty discussion and suggestion and same the must be submitted to the Principal. The teaching staff shall conduct the classes for duration of 60 Minutes, which shall also include class attendance and they must strictly comply with the class timings. The teachers must proceed in each class in accordance with the prepared lesson plan and must avoid any inordinate deviation to ensure the judicious distribution of time for the topic. The teaching staff is encouraged to make use of power point presentation to enhance the teaching – learning effectiveness. The teaching staff shall maintain a work dairy on a daily basis on the works done as per the prescribed format.

Library: Every teacher shall visit the library frequently to make optimum use of the library resources so as to enhance their learning & teaching abilities and also to assist the students.

Dress code: Every Teaching and non – teaching staff shall follow by the dress code i.e. formal attire prescribed by the college management and should refrain from extravagance and flamboyance in dress.

Examination: Every Teaching and non – teaching staff shall faithfully render his services for holding examination & discharge duties prudently and with utmost integrity for attainment of the academic standards. Attending to examination duty by faculty or staff members as per work allotment assigned by the Examination In charge, is mandatory.

Participation in college programmes: Every teaching and non – teaching staff shall participate collectively, individually and voluntarily in all programmes or events, held within the institution and extend support to the best of his ability in the interest of leading to excellence, ensuring joyful learning by the students and to generate a pleasant atmosphere in the institution.

Class teachers: All teachers who are given the charge of a class teacher shall perform all the duties assigned to them as determined by the Principal and the Academic Coordinator from time to time.

Prohibition relating to consumption of Intoxicant: All staff shall refrain from consumption of intoxicating substances.

The teaching and non – teaching staff shall discharge any other functions other than those mentioned above, assigned to them by the Principal from time to time, in good faith.

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CODE OF CONDUCT FOR STUDENT

1. Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 10:30 A.M. to 04:00 P.M. and lunch period 01:30 P.M. to 02:00 P.M.
3. All the students are expected to be present in the class well – within time and late coming will attract a fine of Rs. 100/- late coming will also result in loss of attendance for the corresponding hour.
4. Students shall rise from their seats when the teacher to sit. silence shall be observed during class hours.
5. Teachers shall be greeted appropriately with “Good Morning Sir /Miss” or “Good Afternoon Sir/Miss” and a “Thank you Sir/Miss” when the teacher leaves the class room.
6. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
7. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
8. Students can leave the campus during class hours only after getting a gate pass from the Principal, HOD, or the tutor and after making entry in the Gate Register maintained by the gate keeper.
9. All students shall leave the classes immediately after 04:15 P.M. No students shall wander or gather in verandah, corridor, and staircase etc. Do not spend much time in canteen, etc.
10. All leave applications (Regular & Medical) shall be submitted in time, for sanction by Principal and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.

11. Students shall come to the college in approved uniforms that is white shirt, black pant, black coat and lady student will have come with white salwar suit along with white dupatta, black coat and black shoe.
12. Students shall not make any alterations to the Uniform issued from the college without the permission of the concerned HOD and any violation of this will attract a fine of Rs. 500/- and repetition of this could result in suspension from the college.
13. All the students are expected to attend all college functions in college uniform unless otherwise specified.
14. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
15. Any dress code violation noticed within the campus will attract a fine of Rs. 500/- and could initiate further disciplinary actions.
16. As per the Govt. order, students shall not bring powered vehicles inside the campus.
17. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behaviour such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
18. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
19. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
20. Access to academic buildings beyond the above timing and on holidays without written permission from the Principal will be treated as a case of indiscipline.
21. All the students are advised to follow the **IMAMUL HAI KHAN LAW COLLEGE** Mobile phone policy and bring to the notice of the authorities violations if any.
22. Accessing Social Networking Sites such as Face book, Twitter etc. is prohibited within the college campus.
23. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violations of this shall invite a minimum fine of Rs. 100/-
24. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing gum, pan masala etc. are strictly prohibited.

25. It is strongly advised to refrain from activities such as scribbling or nothing on walls, door or furniture which could deface the college and destroy the academic ambiance.
26. Carefully handle the furniture, equipments, fixtures and appliances of the college and computer lab. Careless handling / misuse of the above could result personal injuries or damage to property follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement / repair with fine.
27. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
28. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, X'mas stars etc. in the campus without the permission of the competent authority.
29. Students are expected to make use of academic, co – curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
30. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
31. On duty leave applications will not be entertained beyond 10 working days from the actual date of leave under any circumstance.
32. During internal examinations of an Hour period, students are not allowed to leave the hall within 30 minutes from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
33. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
34. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
35. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
36. Pay fees in advance or in time, which will avoid fines.

37. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.
 38. Expulsion from the College is enough.
 39. In case of any instance of noncompliance of existing rules or any observed matter / behaviour that deviates from the vision and mission of IMAMUL HAI KHAN LAW COLLEGE, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.
- Fine policy of IMAMUL HAI KHAN LAW COLLEGE: The money collected from the students as fine on instances of noncompliance with the rules and norms will be kept in a separate account and will be utilized for purpose such as charity, scholarship, student co – curricular activities and renovation/maintenance in case of damage to property.

1. Mobile Phone Policy: Introduction

The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus.

2. Mobile Phone Policy

Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.

- Students are not permitted to use mobile phones within the campus.
- The mobile phones shall be kept in silent mode while in campus.
- All the staff members are empowered to confiscate mobile phones found with students violating the above rules.
- Students violating the above rules will be fined an amount of Rs. 1000/- and the confiscated mobile phones will be returned to the students only after the completion of their course.
- Staff members are allowed to use mobile phones in their respective cabins.