



INDORE INSTITUTE OF LAW

(Affiliated to DAVV & BCI)

---Rank 1st PRIVATE LAW COLLEGE IN M.P., C.J. & RAJASTHAN BY---

INDIA TODAY – OUT LOOK – THE WEEK – THE KNOWLEDGE REVIEW

Gendalal Bam Parisar, Opp. IIM Rau, Pithampur Road (M.P.), 453331

Email ID- indoreinstituteoflaw@gmail.com, Website: www.indoreinstituteoflaw.org

Phone no:- 9977091777, 9977019777



Annual Quality Assurance Report– 2022-23

DVV

Criteria-7

Institutional Values and Best Practices

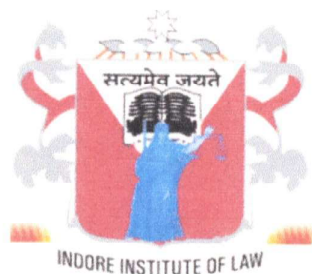
7.1 Institutional Values and Social Responsibilities

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

Submitted to



The National Assessment And Accreditation Council



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Director/Dean/Principal/HOD
Prof. (Dr.) Manpreet Kaur Rajpal
Dean

Indore Institute of Law



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7.1.10

POLICY DOCUMENT ON CODE OF ETHICAL CONDUCT
DISPLACED ON WEBSITE



INDORE INSTITUTE OF LAW

Approved by BAR COUNCIL OF INDIA, New Delhi & Affiliated to Devi Ahilya Vishwa Vidyapeeth, Indore

Admission Form 2022-23
Alumni Form



- HOME
- ABOUT US
- INFRASTRUCTURE
- ADMISSION
- ACADEMICS
- RECRUITMENT
- LIFE AT IIL
- NEWS & EVENTS
- NIRF 2022
- NAAC
- RTI
- STUDENT GRIEVANCE
- CONDUCT

POLICY

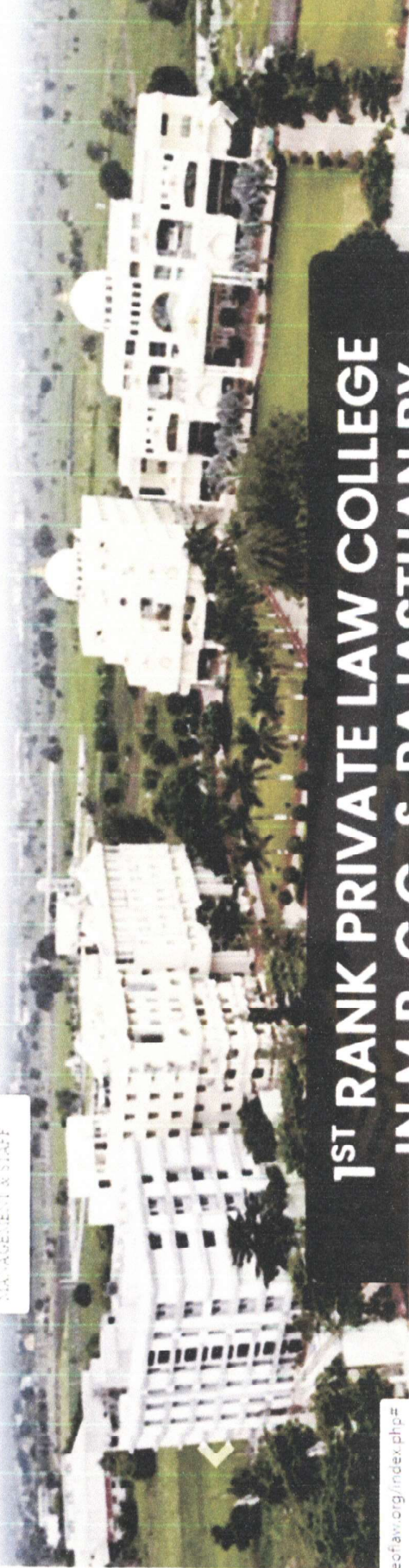
SPECIES

STUDENT FACULTY

HANDBOOK OF
MANAGEMENT & STAFF

**Affiliated to
NAAC A+ Uni**

**12 States
13000+ Alumni's**



1ST RANK PRIVATE LAW COLLEGE
IN MP & RAJASTHAN BY

www.instituteoflaw.org/index.php#

Policy Available on Website

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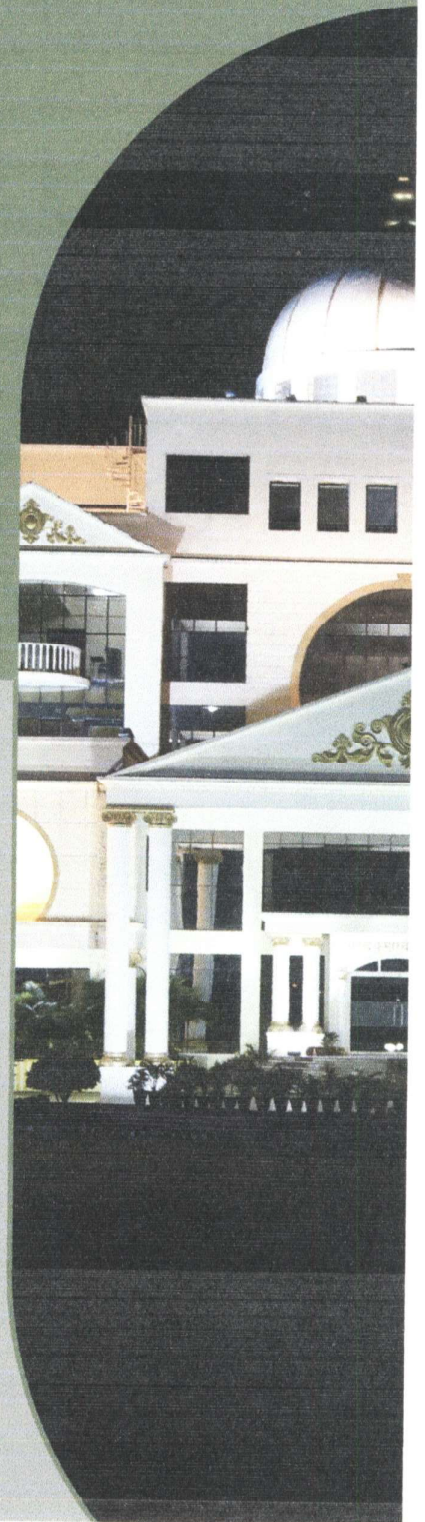
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INDORE INSTITUTE OF LAW

(Affiliated to DAVV & BCI)

POLICY DOCUMENT ON CODE OF ETHICAL CONDUCT





POLICY DOCUMENT ON CODE OF ETHICAL CONDUCT

Indore Institute of Law was founded with a vision to be one of India's most prominent Law colleges and has established itself as one of the most recognized Law Colleges in India. We are committed to providing the best platform for global legal education to students and our curriculum and courses are designed in order to give a complete exposure, both in domestic and international law practices, to our students. At Indore Institute of Law, students have an option to choose from a variety of law courses, where they are offered complete law programmes along with practical training and research papers to get an all-round understanding of the law in detail.

IIL administrators, employees and students are expected to undertake their responsibilities on the College's behalf with diligence and professionalism and to comply with the highest standards of honesty, integrity, and fairness. This includes, but is not limited to, being respectful of the rights of others and forthright in all dealings with members of the College community as well as third parties; protecting the privacy of confidential information; and compliance with all applicable laws, rules, and regulations. College representatives should not place their personal interests above the best interests of the College; even the appearance of impropriety must be avoided.

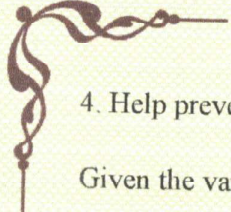
A SCOPE

This Code of Ethical Conduct applies to all administrators, employees and students of the **Indore Institute of Law**. It is not intended to replace, and may be supplemented by, specific College policies that have been adopted in the past and that may be adopted in the future. This Code may be amended or supplemented from time to time by the various administrative bodies of the College.

B. PURPOSE

IIL has always upheld and will continue to uphold the highest levels of ethics, fairness and integrity in all its affairs. To this end, this **Code of Ethical Conduct** serves to:

1. Emphasize the College's commitment to ethical conduct and compliance with the law;
2. Set forth basic standards of ethical behavior;
3. Provide reporting mechanisms for known or suspected ethical or legal violations; and

- 
4. Help prevent and detect wrongdoing.

Given the variety and complexity of ethical questions that may arise in the course of carrying out the College's business, this Code can serve only as a general guide.

C. BACKGROUND

The Code of Conduct for the various Stakeholders of IIL is guided with a vision of creating **Competent Human Legal Professional and a Responsible Citizen**. **The Hall** marks of IIL's education is the strong base for the **Personal and professional moulding**. **The Code of Conduct of the college** is prescribed as a set of written guidelines, which details the recognized ethical norms and values and professional standards of conduct to which all members of a profession must adhere.

D. ADMINISTRATION OF THE CODE OF CONDUCT AND PROFESSIONAL ETHICS

1. The code of conduct and professional ethics is to be stated in the form of independent handbooks for students, teachers, administrators and other Staff.
2. The Code of ethics should be displayed on the college website.
3. The inscriptions and the teachings of the founder are to be displayed on the college corridors.
4. The Vision and Mission of the College is to be displayed in all the class rooms and other common learning facilities like the laboratories, library etc.



E. MONITORING OF CODE OF CONDUCT AND CONDUCT SURVEILLANCE COMMITTEE

The Conduct Surveillance committee monitors the conduct all the student, staff and faculties and ensures that they are abiding all the rules and regulation of the Institute. The pioneer aim of the committee is to provide 360-degree security and to maintain Code of Conduct in the campus. As the name suggests, they act as the disciplinary body of the institution where students themselves in aid with Teaching and Administrative staff, monitor and regulate the conducts through their elected representatives. They observe the conduct of the students in the campus and report it to the Internal Complaint and Discipline Society to take appropriate actions.

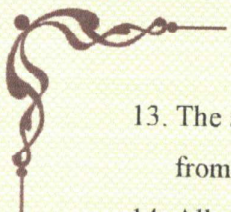
F. FUNCTION OF CONDUCT SURVEILLANCE COMMITTEE

1. Identifying the code of Conduct for the following stakeholders
 - Students
 - Teachers
 - Other staff
2. Incorporating the code of Conduct for the various stakeholders on campus in the form of dedicated Handbooks.
3. Reviewing the Codes at specific intervals and reprinting the Handbooks whenever necessary.
4. Monitor adherence to the Code of Conduct by periodic announcements to the Stakeholders in the form of notices, circulars etc.
5. Disciplinary Committee and Internal Complaints Committee assist the Conduct Surveillance Committee in undertaking appropriate disciplinary actions in instances of violations of the specified code of Conduct.
6. Plan and organize in coordination with the **IQAC** professional ethics programmes for students, teachers, administrators and other staff.
7. Monitor the implementation of the Induction week for students, Inviting of Alumni for student interaction programmes, Departmental grooming sessions, Placement Orientations and conducting of Exit Interviews.
8. Monitor the Annual Strategic Planning Exercise and Induction Programme for the New Faculty Members and other staff.

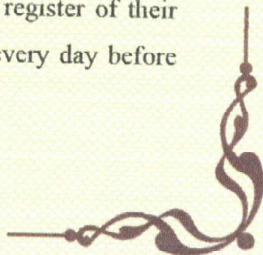


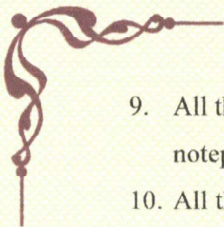
CODE OF CONDUCT FOR THE STUDENTS

1. Use of Mobiles and Tablets is prohibited during the lectures. In case the students are found using devices in the class, the device will be confiscated and the student can be suspended from the college.
2. **III** gives prime importance to behavioural aspect of a student personality. It is expected that harmonious relations should be maintained between **seniors-junior**, the **staff and students**. Decorum should be maintained. Any indiscipline shall not be tolerated.
3. It is mandatory for both the students to follow prescribed uniform on the specified days of the week. In case of any violation, students are required to pay 50rs/ fine or pay the same amount in the donation box of the College.
4. Use of abusive language and faulty body language, misconduct with seniors and the faculties are grounds for disciplinary actions.
5. The students are supposed to report at the college before the first lectures begins i.e. 9.00AM.
6. The canteen premises are to be used only during lunch.
7. The students, except the inmates, are not supposed to move to the girl's hostel. Residents of the hostel are not to remain in the hostel premises during the lecture without permission of the warden.
8. On grounds of any medical emergency, the students are supposed to inform the concerned faculty or the batch coordinator.
9. The students are to deposit the required documents in the college within the prescribed deadline.
10. Any queries related to the college fee and bus fee are to be put up with the concerned members of the staff, details of the same are mentioned in the manual.
11. All students availing bus facility from the college have to carry the bus card each day. The bus staff shall check the bus card and only then the students shall be permitted to board the bus. The bus card shall be provided only after the bus fee has been paid.
12. The bus fee has to be paid in the month of June yearly for 1st July to 30th June. In case of discontinuation kindly inmate and take permission from concerned authorities by writing an application else it will be considered that the bus facility is being continuously availed.

- 
13. The students are not supposed to bring visitors to the college without prior permission from the Batch Coordinator or Academic Coordinator.
 14. All students availing food facility should carry food pass daily with them.
 15. The fee of food facility shall be paid in the month of June yearly for 1st July to 30th June. In case of discontinuation, kindly intimate and take permission from concerned authorities by writing an application else it will be considered that the food facility is being continuously availed.
 16. The students are not supposed to leave the college premises before 2.30Pm. Exceptions are to be entertained by the batch coordinators.

CODE OF CONDUCT FOR STAFF

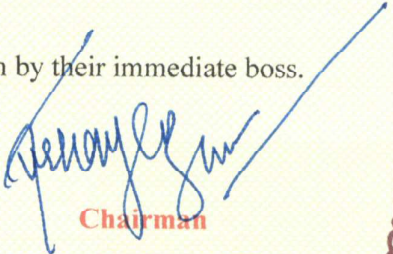
1. Uniform brings uniformity in the College. It is mandatory for the teachers to follow prescribed uniform on the specified days of the week. In case of any violation, teachers are required to pay 100 rs/ fine or pay the same amount in the donation box of the College. If staff and teachers come to college late for **5 days** in a month then half day salary is deducted so that students should not suffer on account of their absence.
 2. **III** gives prime importance to behavioural aspect of human personality. It is expected that the relations between **employer-staff, staff –students etc.** should be harmonious. Any indiscipline should not be tolerated.
 3. It is also mandatory for teachers to use **PowerPoint Presentations** in the class for better class coordination and student's involvement as classrooms in the college is an **ICT** enabled.
 4. Every staff member must sign the attendance register as well as the entry register, accountability & Time in Time out Register duly note the time of arrival.
 5. All the faculties must fill all entries in the accountability register daily else leave will be marked for the day. In case of three leaves marked, a day's salary will be deducted.
 6. All the faculties must report to the **Principal** before departing for the day.
 7. All the faculties should complete their teacher's diary and attendance register and get it checked by the Principal as per the day decided.
 8. All the faculties should report to the **Principal** about their progress of internal and external duties assigned to them as faculty co-ordinators. They should maintain the register of their work as faculty co-ordinators which shall be duly signed by the Principal every day before departure.
- 

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9. All the staff members when called for a meeting should report sharply at the given time with a notepad and a pen.
 10. All the staff members should report to the **Principal** about the progress of any work assigned to them from time to time.
 11. All the staff members should **update ERP** on a daily basis.
 12. All the staff members should be honest and highest priority should be given to confidentiality clause as signed by them.
 13. All the staff members should evaluate the examination sheets diligently and on time.
 14. All the staff members should carry College ID on a daily basis.
 15. Leave application should be applied two days before sanctioning for leave.
 16. They are expected to provide Mid-Term Examination Papers on time.
 17. They should be growth oriented and keep themselves updated on a regular basis.
 18. They should adhere to the time table, should be flexible in his approach and lecture delivery should be on time.

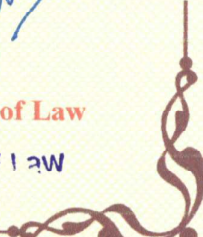
CODE OF CONDUCT FOR OTHER STAFF

1. Be present during events to ensure that they run effectively and efficiently.
2. They should provide students data whenever they are asked to do so.
3. They shall compulsorily wear College ID and uniform while in the College premises.
4. Maintenance of Faculty and staff files.
5. Any other duties assigned by the **Chairman, Principal and HOD**.
6. Scrutinize Admission & Eligibility documents and registers of admission.
7. Supervise and maintain personal files of staff and faculty.
8. Maintaining P.F. account as the case may be.
9. Keeping discipline and work schedule of other employees.
10. Scrutinize attendance register of staff and put up to the Principal and HOD for his counter signature daily.
11. Maintain records of compensatory off and see that the same are availed in the subsequent week/ Month.
12. Maintain casual leave register.
13. All the employee shall perform the duties assigned to them by their immediate boss.

Reviewed On:



Chairman
Indore Institute of Law
Chairman
Indore Institute of Law
INDORE (M.S.)





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7.1.10

STUDENT MANUAL

Recipient of Best Educational Building Award & Most Promising Law College of the Country Award for consecutive years 2012-2019-2014,2015.



RANK 1 PRIVATE LAW COLLEGE OF MP, CG & RAJASTHAN

INDIA TODAY

III Rank
10th in Country

THE WEEK

III Rank
13th in Country

OUTLOOK

III Rank
12th in Country

KNOWLEDGE EDITOR

III Rank
3rd in Country

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INDORE INSTITUTE OF LAW

(Affiliated to DAVV & Bar Council of India, New Delhi)

The Leader of Law Education for last 17 years...

Campus : "Gendalal Bam Parisar", Opp. IIM, Rau-Pithampur Road, Indore (M.P.) 453 331.

City Office : 425-426 Orbit Mall, A.B. Road, Indore (M.P.) 452 010

Call : 99770 - 19777 | 99770 - 91777

Website : www.indoreinstituteoflaw.org | Email : indoreinstituteoflaw@gmail.com

ASSOCIATE INSTITUTE



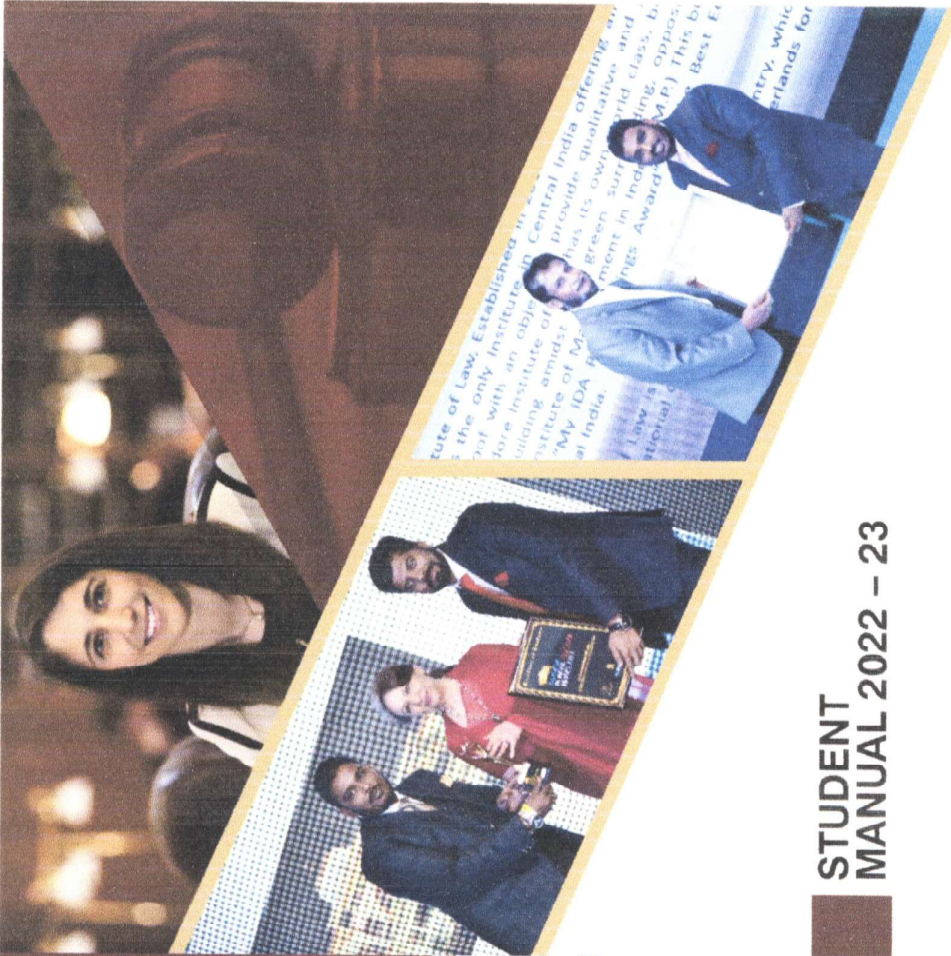
INDORE NURSING COLLEGE

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INSTITUTE OF MANAGEMENT

Affiliated to DAVV & Bar Council of India, New Delhi



STUDENT MANUAL 2022 - 23



INDORE INSTITUTE OF LAW

(Affiliated to DAVV & Bar Council of India, New Delhi)

Leader of Law Education for last 19 years

ABOUT INDORE INSTITUTE OF LAW

Indore Institute of Law was founded with a vision to be one of India's most prominent Law colleges and has established itself as one of the most recognized Law Colleges in India. We are committed to providing the best platform for global legal education to students and our curriculum and

courses are designed in order to give a complete exposure, both in domestic and international law practices, to our students. At Indore Institute of Law, students have an option to choose from a variety of law courses, where they are offered complete law programmes along with practical training and research papers to get an all-round understanding of the law in detail.

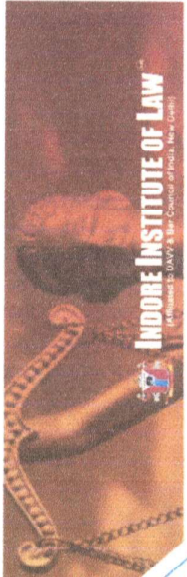
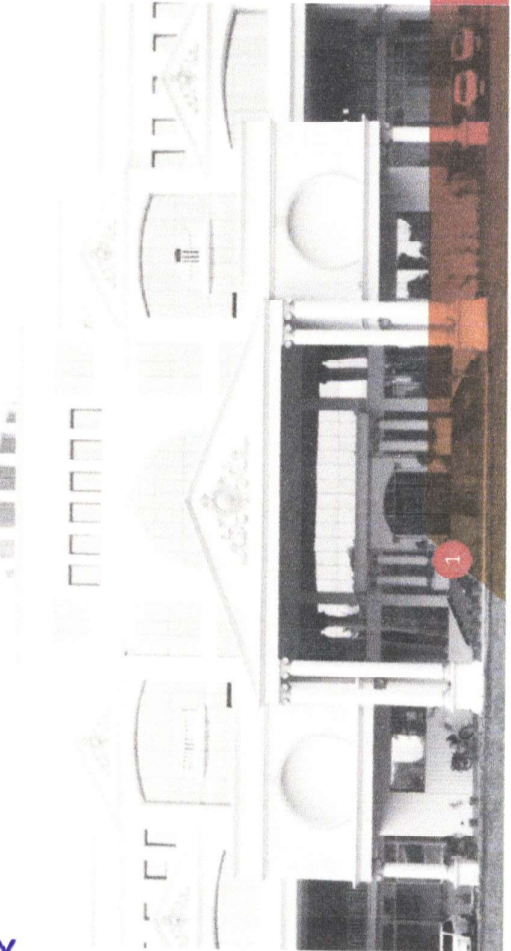


MESSAGE

BY AKSHAY KANTI BAM
CHAIRMAN

I am indeed very happy to introduce you to one of the leading legal education imparting institution. Indore Institute of Law believes in promoting excellence in teaching, learning and research in law. The Institute has a high reputation as a center for pioneering interdisciplinary and comparative legal research and for our unique approach towards education, combining professionalism with personal and friendly ethos. Indore Institute of Law was established in the year 2003 and it has successfully completed a decade in imparting education in the field of law. It runs all the courses pertaining to law under one roof.

This manual is provided to the students of Batch 2022-27 of B.B.A.LL.B. (Hons.) with Global & Transnational Studies, B.A.LL.B (Hons) & B.B.A.LL.B (Hons), 2022-27 along with LL.B. (Hons) Batch-2022-25, and LL.M. (2 Yrs course) Batch-2022-24 as a road map as you begin your journey at Indore Institute of Law. This booklet is survival kit which contains the essential guidelines and rules and regulations to be followed during your tenure in this college. However, timely modifications in the regulations are expected. The names of the faculty-in -charges and their contact numbers are enclosed. We wish you all the good luck and success as you prepare to adorn the black robe.



RULES & REGULATIONS OF ACADEMICS

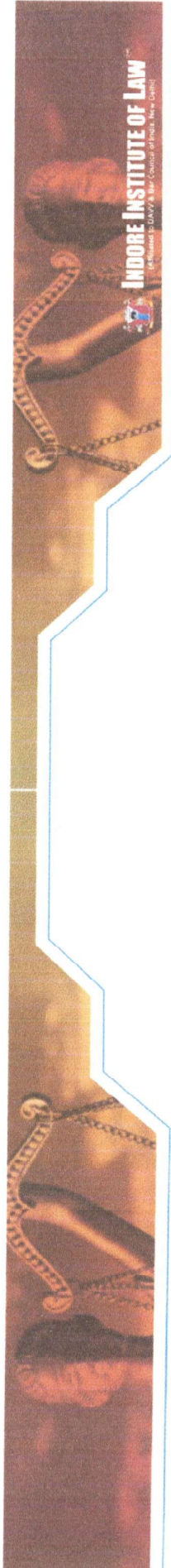
- The syllabus approved by BCI & DAVV has been provided at the DAVV website as well as in student admission kit. Refer to it for the subjects allotted per semester and the topics therein.
- Regular lectures are conducted from 9:00 AM to 3:00 PM. The time table for the same is available on the notice board.
- 75% attendance per subject per month is mandatory. The students who fall short on these parameters shall be debarred from the semester and University Exam.
- At the completion of each semester, Revision exercise of the entire syllabus is undertaken by the faculty which is called as the crash course. During this the classes for each subject are held in continuation for 1 or 2 days. Important questions from University exam papers are discussed and guidelines are provided.
- A Pre-University exam is conducted shortly before the University exam to impart exposure and skill for attempting the university exam papers. The semester end University exam is conducted according to the time table provided by University.
- Two mid-term examination are conducted in each semester periodically. A written exam of 25 marks and accompanied with projects work and Power Point Presentation of 25 Marks in all the subjects are the part of the mid-term examination.
- In a semester there will be two project submissions & presentations of each subject. The Pattern of which is as following:-
 - First Project**
 - Research Paper in all the six subjects should be made and out of them one

must be published in any referred Journal with ISSN or ISBN. The topics of research paper should be suggested by students to concern subject faculty & in 15 working days the synopsis of the same should be approved by concern faculty.

- The research papers should be of 10 to 15 pages, approximately of 8000 – 10000 words inclusive of foot notes of every subject. The topic of research paper should be proposed by the student to the concern subject faculty at the beginning of the semester keeping in consideration the subject matter & current development in law. The faculty must approve the topic & then an outline/synopsis should be submitted by the student to the subject faculty which should be approved by the faculty. Further a research paper should be made by the student along with a PPT Presentation of it.
- A date should be freeze for presentation of the research paper. And on the same date the Certificate of plagiarism along with the research paper (spiral copy) should be submitted to the concern subject faculties.
- The subject faculties must take a viva of research paper & check the research paper & mark the students accordingly.
- After that subject faculty should select Top 10 students & guide them to do more extensive research under her/his supervision. The faculty must ensure these students finally publish their research paper in college Journals. The criteria of selection of students should be at the discretion of subject faculty on the basis of research paper presented by the student or first in first serve.

Note

- Students should keep a note that the paper should be published either in college Journals or news letter of IIL (The Legal Voice of India, Udgam Vigyati or Nyay Disha) or any outside journal having ISSN/ISBN number which is not owned or run by any of the students of IIL. Any publication in



any of the Journals run by students of IIL independently will not be taken in consideration by the subject faculty & such publication shall be considered void & no numbers should be given to the students for such publication.

The format of research paper is as following :-

- Cover page should mentioned the supervisor/ sub faculty, students name with the topic, college name & semester.
- Certificate of supervisor.
- Certificate of publication should be submitted along with the project
- Certificate of plagiarism.
- Abstract
- Article
- Reference

b) Second Project

The second project will be based on the subject and topic will be given by faculty and should submit a spiral handwritten copy of it comprising of 80 to 85 pages. Students should keep a check that their projects are authentic & original. They will prepare a synopsis and submit it to the faculty who will check the same and return to the students with corrections / suggestions, if any. The prepared project would be presented by the student in the grand viva as the second submission and evaluated accordingly. Further the concern subject faculty should select the best three projects & get it approved from Director & Dean, Academics & provide a certificate of excellence to the concern student.

c) Scoring of Projects

It should be marked out of Twenty Five (25) marks fifteen (15) marks are for project submission & Ten (10) marks are for Viva & Presentation.

The Policy of Mid Term is as following:-

a) Mid Term:

There will be two Mid Term of every subject in a semester. Each Mid-Term will comprise of short answer, long answer & hypothetical questions.

b) Scoring of Mid Terms:

Each Mid Term is of Twenty five (25) marks.

- The students failing to appear in the mid-term in both the categories in written exam and project work shall be marked absent. Any absence from the mid-term has to be brought to the prior notice to the batch coordinator with a supporting application.
- The students are not supposed to sit in the canteen or move in the campus during the time of lectures.
- A library form has to be filled for college library membership. The form can be obtained from the library free of cost. In case of the form is misplaced, a new form has to be purchased for Rs. 10/-.
- The subject related books can be obtained from the library during lunch time or after 2.15PM.

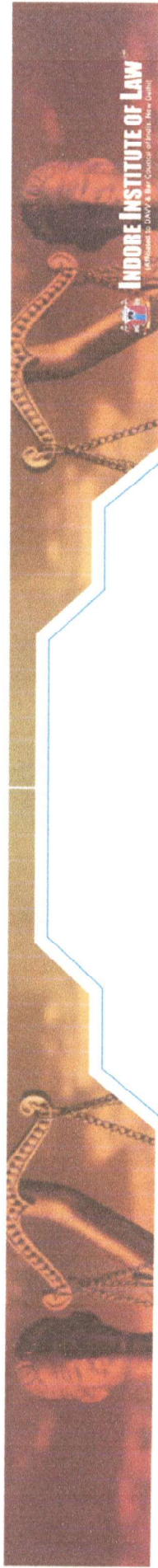
DRESS CODE

The students are to abide by the dress code prescribed for the college.

B.A.LL.B. (Hons.) / B.B.A.LL.B. (Hons.) / B.B.A.LL.B. (Hons.) with Global &

Transnational Studies

- The formal attire that is black trousers, plain white full sleeves shirt, a black tie and a black blazer, white socks and non patterned black shoes is the dress code for Mondays and Thursdays.



- On Saturday the dress code is black college t-shirt which they will get at the time of admission in first year. From second year they can purchase it from Library.

CODE OF CONDUCT

- Use of Mobiles and Tablets is prohibited during the lectures. In case the students are found using devices in the class, the device will be confiscated and the student can be suspended from the college.
- Use of abusive language and faulty body language, misconduct with seniors and the faculties are grounds for disciplinary actions
- The students are supposed to report at the college before the first lectures begins i.e. 9.00AM.
- The canteen premises are to be used only during lunch.
- The students, except the inmates, are not supposed to move to the girls hostel. Resident of the hostel are not to remain in the hostel premises during the lecture without permission of the warden.
- On grounds of any medical emergency, the students are supposed to inform the concerned faculty or the batch coordinator.

- The students are to deposit the required documents in the college within the prescribed deadline.
- Any queries related to the college fee and bus fee are to be put up with the concerned members of the staff, details of the same are mentioned in the manual.

- All students availing bus facility from the college have to carry the bus card each day. The bus staff shall check the bus card and only then the students shall be permitted to board the bus. The bus card shall be provided only after the bus fee has been paid.
- The bus fee has to be paid in the month of June yearly for 1 st July to 30 th June. In case of discontinuation kindly intimate and take permission from concerned authorities by writing an application else it will be considered that the bus facility is being continuously availed.
- All students availing food facility should carry food pass daily with them. The fee of food facility shall be paid in the month of June yearly for 1 st July to 30th June. In case of discontinuation, kindly intimate and take permission from concerned authorities by writing an application else it will be considered that the food facility is being continuously availed.
- The students are not supposed to bring visitors to the college without prior permission from the Batch Coordinator or Academic Coordinator.
- The students are not supposed to leave the college premises before 2.30Pm. Exceptions are to be entertained by the batch coordinators.

ACADEMIC STAFF

Director & Dean Academics

**DR. MANPREET
KAUR RAJPAL**
Ph.D. (Law), LL.M.,
LL.B. (Hons.), M.B.A.,
M.A., M.S.W.

Principal

DR. VINOD PATIDAR
Ph.D. (Law), LL.M.,
LL.B., UGC NET

ACADEMIC COORDINATORS

ACADEMIC SESSION 2022 – 2023

The academic coordinators supervise areas connected to conduction of lectures, students discipline and general administration. They can be approached for the related issues after the batch coordinator has been consulted and further queries remain.

COORDINATORS	CONTACT NO.	COURSE
Dr. Reva Mishra	9098395608	B.A.LL.B. (Hons.) B.B.A.LL.B. (Hons.) with Global & Transnational Studies
Dr. Manish Phalke	9827048285	B.B.A. LL.B. (Hons.)
Asst. Prof. Kusum Joshi	9425061587	LL. B (Hons.)
Dr. Shikha Dubey	9340387762	LL. M.

* Note: All calls shall be entertained only during the office hours between 10 am to 4 pm

BATCH COORDINATORS FOR ACADEMIC SESSION-2022-23

The batch coordinators are the in charge of the entire batch. All academic and non academic issues are to be dealt with the batch coordinators at first instance.

Course	Semester	Batch Coordinator	Contact No
B.A.LL.B. (Hons.)	I	Asst. Prof. Sheetal Sikarwar Asst. Prof. Chinmayee Das	9406836655 9337291787
	III	Asst. Prof. Ambarish Bapat Asst. Prof. Deepak Anjana	9826289882 9574662199
	V	Asst. Prof. Vishva Jeet Bhookar Asst. Prof. Shalini Menon	9407240580 9303971361
	VII	Asst. Prof. Amit Kumar Asst. Prof. Shweta Singh Rawat	8882340996 9993203971
	IX	Asst. Prof. Madhuri Modi Asst. Prof. Chetan Prakash	9826700688 9758565283
	I	Dr. Manish Phalke Asst. Prof. Ankur Shrotriya	8109206212 9425742395
	III	Dr. Krishna Narayan Mishra Asst. Prof. Vishal Purnanik	9425321255 9131972243
	V	Dr. Archana Kadam Asst. Prof. Shreya Pandey	9713106429 9543520863
	VII	Asst. Prof. Aakriti Shukla Asst. Prof. Krutika Pandey	7000927214 8376069729
IX	Asst. Prof. Ami Agrawal Asst. Prof. Jaidev Mahendra	9745039669 8349175326	
B.B.A.LLB (HONS.) with Global & Transnational Studies	I, III & V	Asst. Prof. Visva Jeet Bhookar	9407240580
	I	Dr. Shikha Dubey Asst. Prof. Yuthika Agrawal	8109227872 9407216044
LL.B.	III	Asst. Prof. Kusum Joshi Asst. Prof. Aaditya Awasthi	9425061587 7730863742
	V	Asst. Prof. Naveen Dawe Asst. Prof. Amaresh Patel	8305656097 8182044727
LL.M.	I	Asst. Prof. Kusum Joshi Asst. Prof. Aaditya Awasthi	9425061587 7730863742
	III	Dr. Shikha Dubey Asst. Prof. Yuthika Agrawal	8109227872 9407216044

* Note: All calls shall be entertained only during the office hours between 10:00 am to 04:00 pm.

SOCIETY COORDINATORS FOR ACADEMIC SESSION-2022-23

The Society coordinators supervise the activities of the society. Aspiring students can contact them for future ventures.

Society Name	Society Coordinator	Contact No.
Election Commission	Asst. Prof. Chinmayee Das	9337291787
	Asst. Prof. Amit Kumar	8882340996
	Mr. Nitesh Singh Thakur	8462932937
	Asst. Prof. Shital Sikarwar	9406836655
	Asst. Prof. Shalini Menon	9303971361
Moot Court Society	Asst. Prof. Vishva Jeet Bhookar	9407240580
	Asst. Prof. Yuthika Agrawal	9407216044
	Asst. Prof. Krutika Pandey	8376069729
Online Society	Asst. Prof. Navin Dave	8109121885
	Asst. Prof. Ami Agrawal Ms. Saba Khan	9754039669
Alumni Society	Dr. Rewa Mishra Asst. Prof. Shikha Dubey	7999422242 8109227872
Sports Society	Dr. Archana Kadam Asst. Prof. Vishal Purnanik	9713106429 9131972243
Disciplinary Society	Dr. Manish Phalke	9827048285
	Prof. Ambarish Bapat	9826289882
	Asst. Prof. Madhuri Modi	9826700688
	Mr. Shekhar Patnkar	9977436999
Placement Society	Prof. Jaidev Mahendra	8349175326
	Asst. Prof. Chetan Prakash	9758565283
	Asst. Prof. Shreya Pandey	9513520363
	Asst. Prof. Ankur Shrotriya Asst. Prof. Aaditya Awasthi	9425742395 7730863742

* Note: All calls shall be entertained only during the office hours between 10:00 am to 04:00 pm.

SKILL DEVELOPMENT CELL FOR SESSION 2022-23

The Core objective of SDC is to horn various skills which students need as Legal Professionals. For developing their skills SDC conducts various Competitions, Seminars & several Activities at different intervals with the help of Students Representative Bodies of IIL which fall under the aegis of SDC.

Head SDC	Asst. Prof. Chinmayee Das	9337291787
Associate Coordinator	Asst. Prof. Amit Kumar	8882340996
	Mr. Nitesh Singh Thakur	8462932937
Assistant Coordinator	Asst. Prof. Shital Sikarwar	9406836655
	Asst. Prof. Shalini S. Menon	9303971361

RESEARCH & PUBLICATION CELL

Head, Research & Publication Cell	Asst. Prof. Dr. Kavita Dive	9993586364
Research Associate, Research & Publication Cell	Asst. Prof. Amresh Patel	8182044727
Research & Publication Coordinators	Asst. Prof. Aakrati Shukla	7000927214

UNIVERSITY AND EXAM CELL & NSS COORDINATORS FOR SESSION 2022-23

The work of University Coordinators is to coordinate between college and University.

Coordinator Name	Contact No
Dr. Krishna Narayan Mishra	9425321255
Asst. Prof. Navin Dave	8109121885
Mr. Shekhar Patnkar	9977426999

* Note: All calls shall be entertained only during the office hours between 10:00 am to 04:00 pm.

CAREER DEVELOPMENT CELL

CDC initiates correspondence with industries and organize recruitment process for Placements and regular visit to industries & establish close nexus with placement consultancies/R&D/ training & establishment of linkages between institution and Industries.

Sr. Training & Placement Officer	Mr. Mohit Moghe Mr. Amit Khare	9826730881 7802098380
Training & Placement Coordinator	Mr. Jaidev Mahendra	8349175326
Trainer	Asst. Prof. Chetan Prakash Asst. Prof. Shreya Pandey Asst. Prof. Aditya Awasthi Asst. Prof. Ankur Shrotriya	9758565283 9543520363 7730863742 9425742395

STAFF ROOM COORDINATOR FOR SESSION 2022-23

The Staff Room coordinators supervise the activities of the Staff Room like discipline, general rules, sitting and refreshment of Faculties and Staff.

Coordinator Name	Contact No
Asst. Prof. Shital Sikarwar Dr. Archana Kadam	9406836655 9713106429

DRAFTING & PLEADING TRAINER

Drafting & Pleading Trainer	Asst. Prof. Shalini Menon Asst. Prof. Amarendra Patel Asst. Prof. Rahul Tiwari	9303971361 8182044727 8585999811
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FOREIGN LANGUAGE TRAINER

French Language Trainer	Asst. Prof. Saba Khan	8810668629
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STUDENTS WELFARE CELL

Students Welfare Officer	Dr. K.N. Mishra Mr. Shekhar Patankar	9425321255 9977426999
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LIBRARY 2.0 The New generation of the Library services

The Library of Indore Institute of Law is very rich in resources having good collection of the text books as well as reference books including 25 National and International research Journals. Latest issues of the Journals are regularly displayed on the display rack kept in the reading hall of the Library. The library has arranged the books on the shelf as per the Classification scheme of the DDC 22nd edition (Dewey Decimal Classification Scheme 000-999).

MEMBERSHIP PROCESS

All the first year students shall take application form of library membership from the library and submit it with (three stamp size colored photographs and fee receipt after receiving the Institution's Identity Card)

- Students can obtain the book from the Library only on producing their identity cards and library card.
- Library cards are not transferable.
- Only one book can be borrowed on one card.
- Members are responsible for all the books borrowed on their cards.
- Student members should produce their identity cards along with their library cards at the time of borrowing books.
- The entire students, who has taken the membership of library, shall return the library cards at the end of the academic year.

DIGITAL LIBRARY

Indore Institute of Law Library is fully automated with barcode tags for circulation of the books with computerized housekeeping operations. It is also connected to the Online Public Access Catalog (OPAC) via intranet. We have developed digital Library 2.0 (The New generation of the library services) facility to help students

and law faculty members in skill development and research work. To access digital library please login this IP 172.16.10.61 in your PC and Mobile at Campus only. For any kind of assistance towards access to online library please contact Chief Librarian.

LIBRARY SERVICES

- Online Public Access Catalogue (OPAC)
- ERP based circulation
- Reference Service
- Periodicals Service
- CAS/SDI Service
- Library is Wi-Fi Enabled
- QR based Library 2.0 Services (24x7)
- Anti-Plagiarism detection Service

ONLINE DATABASES

- Manupatra online legal database
- Shodh Ganga
- Shodh Sindhu
- SCC online legal database
- Westlaw Asia online legal database

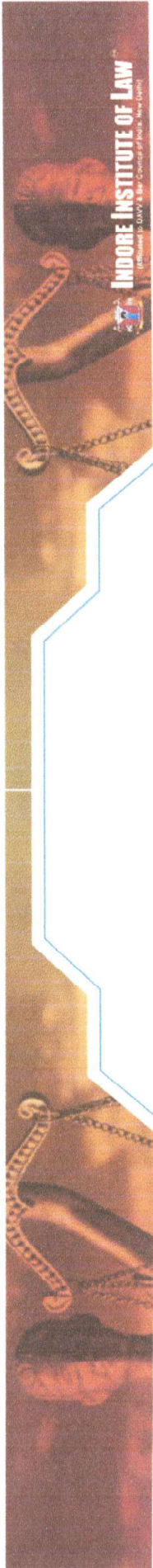
ANTI-PLAGIARISM DETECTION SOFTWARE SYSTEM

- ORIGINAL (Formerly URKUND)
- Checker-X Professional

COMPOSITION OF LIBRARY

Chief Librarian	Mr. Mangal Singh	9752822875
Assistant Librarian	Mr. Mohit Jain	8959222122

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INDORE INSTITUTE OF LAW
(Approved by UUVY & Bar Council of India, New Delhi)

IT & ERP DEPARTMENT

ERP software is an internal software used for marking student attendance and internal marks, it is also used to generate progress reports and transfer certificates of the students. At the time of admission student will be provided with a user ID & password of ERP software through which they can monitor their students' Academic record.

Details of ERP software system.

The IT team is helping the students for Hybrid learning as well as provide the students & parents with an ERP software system via which they can regularly monitor the progress in terms of class room attendance, Mid-Term, Presentation scores etc.

ERP Portal Link

<http://103.21.55.242/Accsoft/studentlogin.aspx>



Note : If in case any students faces any issue relating to ERP software they can mail it on it@iconeducation.co.in or contact IT Coordinator

COMPOSITION OF IT & ERP DEPARTMENT

Mr. Kapil Patel	8889733341
Mr. Ashish Sharma	9907216323
Mr. Omprakash Dwivedi	8878102394

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ADMINISTRATIVE DEPARTMENT ACADEMIC SESSION 2022-23

Department	Name	Contact No.
Office Administration	Mrs. Poonam Patil	7223097143
	Mrs. Antim Sharma	9131978810
	Mr. Dilraj Singh Jhala	9529956175
	Mr Rakesh Khare	9516858415
Accounts	Mr. Manish Jain	8889733307
	Mr. Gokaran Chaturvedi	9753417330
Hostel Canteen & Fees Issues	Mr. K.S. Vyas	8889733352
	Mr. Nitin Jasuja	8889795000
Bus	Mr. Tej Kumar	8889733358
	Mr. Deepak Verma	8889733375
Scholarship	Mr. Nikhil Sharma	8889733378
	Mrs. Sangita Tiwari	8889733309
Boy's Hostel Warden	Mrs. Jani Pawar	8889733362
	Asst. Prof. Shital Sikarwar	9406836655
Girl's Hostel Warden	Dr. Archana Kadam	9713106429
Medical Emergency Primary Aid		

ACADEMIC SESSION 2022-23

- For any further queries or grievances of students, Director & Dean, Academics Ma'am can be approached between 1.00 PM to 2.00 PM on the week days.
- The administrative office can be approached between 02:00 PM to 04:00 PM for related work. All applications and documents are to be submitted with the administrative office on the week days. The office staff shall provide the required documents pertaining to students in 7 working days.
- Previous year University exam questions papers are available in the library. The semester end mark sheets are placed in the library. These can be referred to, on Saturday alone.
- Parents meeting - The parents can meet the batch coordinators with prior appointment on the week days between 12:00 p.m. to 01:00 p.m. In case, the parents want to meet the Director & Dean, Academics or HR Department, a prior appointment has to be fixed through the concerned batch coordinators.
- All calls shall be entertained only during the office hours except during a medical emergency.

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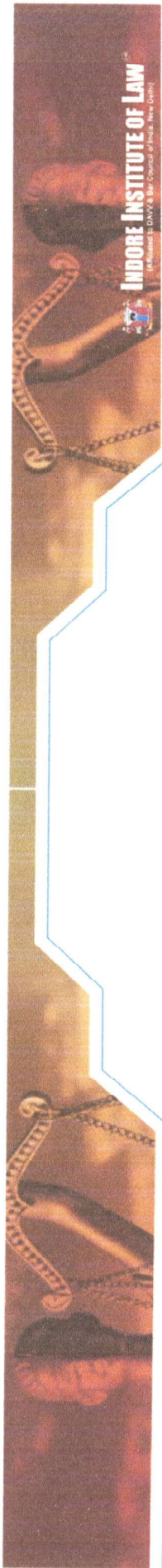
ACADEMIC PLANNER

Academic Session -2022-23

August, 2020 – March, 2023

Date: 03/08/2022

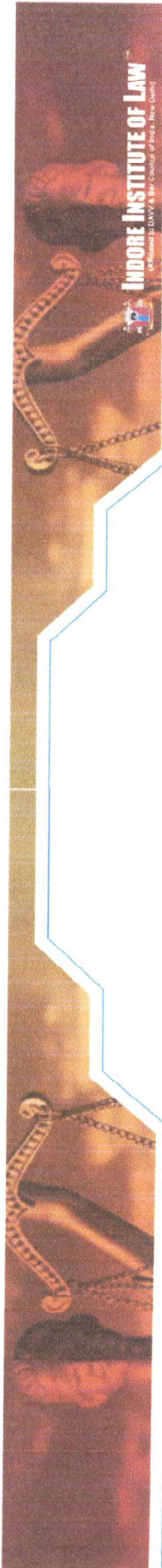
Month	Date	Day	Scheduled Activity	Coordinators Authority
Sep -2022 6th Gram	7 th	Wednesday	Orientation Ceremony Academic Orientation & Documentation Batch:- 2022 – 27 B.A.LL.B.(Hons.) /B.B.A.LL.B. (Hons.) & B.B.A.LL.B. (Hons.) With Global & Transnational Studies	
	8 th	Thursday	Know Your Campus	
	9 th	Friday	Society Orientation	
	12 th	Monday	Orientation Ceremony Academic Orientation & Documentation Batch:- 2022 – 24 - LL.B.(Hons.) Batch:- 2022 – 23 - LL.M.	
	13 th	Tuesday	Know Your Campus	
	14 th	Wednesday	Society Orientation	
	17 th	Saturday	Social Night	
	24 th	Saturday	Graduation Ceremony of ICON & Oath Ceremony B.A.LL.B.(Hons.) /B.B.A.LL.B. (Hons.) Batch:- 2017 – 22 LL.B.(Hons.)/ B.B.A. Global Batch:- 2019 – 22 LL.B.(Hons.)	



Month	Date	Day	Scheduled Activity	Coordinators Authority
Sep - 2022	26 th	Monday	Opening Semesters B.A.LL.B.(Hons.) /B.B.A.LL.B. (Hons.) & B.B.A.LL.B. (Hons.) With Global & Transnational Studies II/V/IX Semester LL.B.(Hons.) II/V Semester LLM III Sem	
October - 2022	1 st	Saturday	Picnic	Online & Alumni Society
	31 st	Monday	Declaration for Society Election	
	31 st Oct to 2 nd Nov	Monday to Wednesday	Mid – Term – I B.A.LL.B.(Hons.) /B.B.A.LL.B. (Hons.) & B.B.A.LL.B. (Hons.) With Global & Transnational Studies I/II/V/VII/IX Semester LL.B.(Hons.) I/II/V Semester	
Nov - 2022	3 rd to 9 th	Thursday to Wednesday	Project submission & Presentation - I B.A.LL.B.(Hons.) /B.B.A.LL.B. (Hons.) & B.B.A.LL.B. (Hons.) With Global & Transnational Studies I/II/V/VII/IX Semester LL.B.(Hons.) I/II/V Semester	
Dec - 2022	12 th to 13 th & 14 th	Saturday, Sunday & Monday	International Law Fest Lex bonanza -2k22	Student Council & All Society
	16 th & 17 th	Sunday	Society Election	
25 th Christmas Winter Vacation	5 th to 13 th	Monday to Monday	Induction Exordium – 2k22	
	19 th to 21 st	Friday to Wednesday	Trail Advocacy Competition Mid – Term – II B.A.LL.B.(Hons.) /B.B.A.LL.B. (Hons.) & B.B.A.LL.B. (Hons.) With Global & Transnational Studies I/II/V/VII/IX Semester LL.B.(Hons.) I/II/V Semester	Moot Court & Legal Aid Society

Month	Date	Day	Scheduled Activity	Coordinators Authority
January - 2023	25 th Dec to 2 nd Jan 2023	Sunday to Monday	Domestic Tour	Disciplinary Society & Sports Society
26 th Jan Republic Day	4 th to 10 th	Wednesday to Tuesday	Project submission & Presentation - II B.A.LL.B.(Hons.) /B.B.A.LL.B. (Hons.) & B.B.A.LL.B. (Hons.) With Global & Transnational Studies - I/II/V/VII/IX Semester LL.B.(Hons.) - I/II/V Semester	
	20 th & 21 st	Friday to Saturday	Fresher's Moot Court Competition	Placement & Moot Society
	26 th	Thursday	Shree Gandaal Bam Memorial Debate Competition– 2k23	Online Society & Sports Society
Feb - 23	3 rd to 4 th	Friday to Saturday	Master Draftsman Competition - 2k23	Legal Aid & Literary Society
	13 th to 18 th	Monday to Saturday	NSS Camp	University Coordinators & Disciplinary Society
	20 th to 25 th	Monday to Saturday	Crash Course B.A.LL.B.(Hons.)/B.B.A.LL.B. (Hons.) & B.B.A.LL.B. (Hons.) With Global & Transnational Studies - I/II/V/VII/IX Semester LL.B.(Hons.) - I/II/V Semester	
March - 2023	27 th Feb to 4 th Mar	Monday to Saturday	Pre University Test	
	11 th	Saturday	Alumni Meet	Alumni Society

Note:- The Academic Planner is subjected to change as per University Examinations & at the discretion of College Authorities.



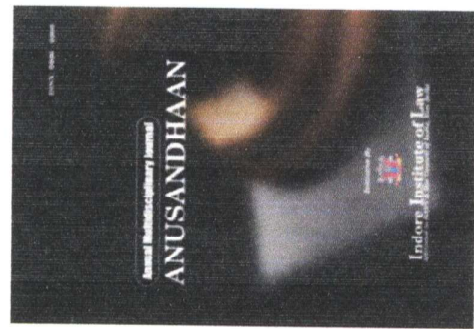
INDORE INSTITUTE OF LAW
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RESEARCH & PUBLICATION CELL @ IIL

The Legal Voice of India
Law Journal
ISSN – 22778454



Inter Disciplinary Book -
Anusandhaan
ISBN | 10233 | 2022 | P



Law & Management E-Journal
Udgam Vigyati
ISSN – 24552488



Nyaya Disha -
Monthly Newsletter



AMENITIES @ IIL



Girls Hostel



Boys Hostel



Conference Hall



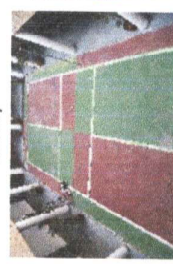
Library



Computer Lab



Cafeteria



Badminton Court



Staff Room



Moot Court



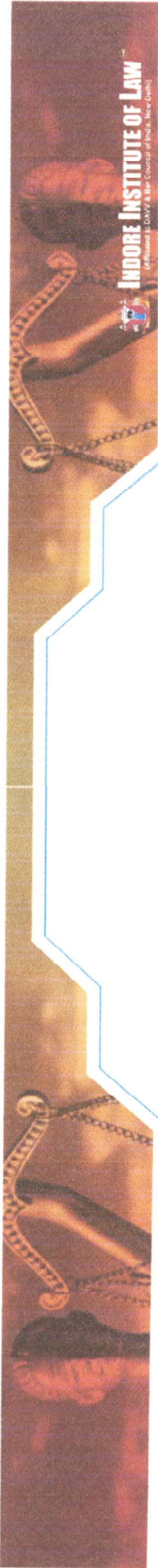
Smart Class Room



Auditorium



Basket Ball



INDORE INSTITUTE OF LAW

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Students Clubs

Academic Session 2022-23

26/08/2022

Club Name	Club Coordinator	Contact No.
" कुरु क्लब " संविधान से संवाद	Asst. Prof. Amit Kumar Asst. Prof. Chinnayee Das Asst. Prof. Shalini Menon	8882340996 9337291787 9303971361
" Ignited Minds " Club Incubate. Intellect. Innovate	Dr. Kavita Dive Asst. Prof. Amresh Patel Asst. Prof. Akriti Shukla Asst. Prof. Aadiya Awasthi	9993586364 8182044727 7000927214 7730863742
" न्याय सारथी " Club Legal Aid Clinic	Asst. Prof. Kusum Joshi Asst. Prof. Deepak Anjana	9425061587 9974662199 9993203971
" सशक्त अहिल्या " Club Protect. Nurture. Empower	Dr. Manish Phalke Dr. Archana Kadam Asst. Prof. Madhuri Modi	8109206212 9713106429 9826700688
" आशाएँ " Club Let the hopes float	Dr. Reva Mishra Dr. Shikha Dubey Asst. Prof. Sheetal Sikarwar	7999422242 8109227872 9406836655
" Go Green Club " Conserve to Preserve	Dr. Krishna Narayan Mishra Mr. Shokhar Patnkar Mr. Nitesh Singh Thakur	9425321255 9826298821 8462932937

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INDIA TODAY – OUT LOOK – THE WEEK – THE KNOWLEDGE REVIEW

Gendalal Bam Parisar, Opp. IIM Rau, Pithampur Road (M.P.), 453331
Email ID- indoreinstituteoflaw@gmail.com, Website: www.indoreinstituteoflaw.org

Phone no:- 9977091777, 9977019777

7.1.10

STAFF MANUAL



COURSES OFFERED

B.A.LL.B. (Hons.) | B.B.A.LL.B. (Hons.) | LL.B. (Hons.) | LL.M.



INDORE INSTITUTE OF LAW

(Affiliated to DAVV & Bar Council of India, New Delhi)

Campus :

"Gendalal Bam Parisar",
Opp. IIM, Rau-Pithampur Road,
Indore (M.P.) 453 331.

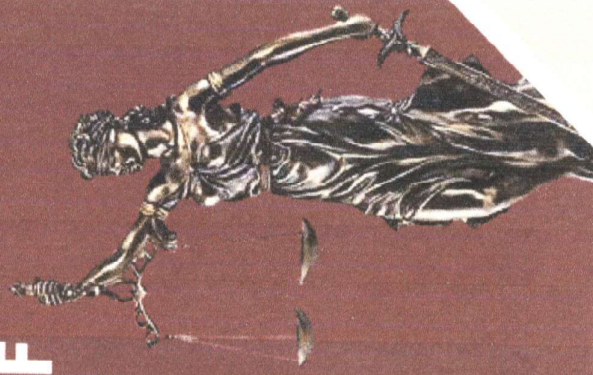
City Office :

425-426 Orbit Mall,
A.B. Road,
Indore (M.P.) 452 010

www.indoreinstituteoflaw.org

Email : indoreinstituteoflaw@gmail.com

**CODE OF CONDUCT
HANDBOOK
FOR
MANAGEMENT
& STAFF**



RANK
1st

PRIVATE
LAW COLLEGE
OF MP, CG &
RAJASTHAN

**INDIA
TODAY**
IIL Rank
10th in Country

THEWEEK
IIL Rank
13th in Country

OUTLOOK
IIL Rank
12th in Country

**KARNATAKA
LAW**
IIL Rank
3rd in Country



INDORE INSTITUTE OF LAW

(Affiliated to DAVV & Bar Council of India, New Delhi)

Leader of Law Education for last 16 years

ABOUT

INDORE INSTITUTE OF LAW

Indore Institute of Law was founded with a vision to be one of India's most prominent Law colleges. It has established itself as a highly recognized Law College of India. We are committed to provide the best platform for global legal education to students and our curriculum and courses are designed in order to give a complete exposure to them - both in domestic and international law practices. At Indore Institute of Law, students have an option to choose from a variety of law courses, where they are offered complete law programmes along with practical training and research papers to get an all-round understanding of the law.

MESSAGE BY CHAIRMAN



Mr. Akshay Kanti Bam
Chairman
Indore Institute of Law

Indore Institute of Law was established in the year 2003 and it has successfully completed a decade in imparting education in the field of law. It runs all the courses pertaining to law under one roof. I am indeed very happy to introduce you to such leading legal institute which imparts best quality of education. Indore Institute of Law believes in promoting excellence in teaching, learning and research in the field of law. The Institute holds a high reputation in this area and is a pioneering interdisciplinary and comparative legal research. Consequently, we are recognized for our unique approach towards education, combining professionalism with personal and friendly ethos.

RULES & REGULATIONS FOR THE STAFF MEMBERS

- **Working hours:** 7 hours for every faculty and staff member.
- All the staff members have to create a finger impression at the time of arrival as well as departure from the college.
- Every staff member must sign the attendance register as well as the entry register, accountability & Time in Time out Register duly note the time of arrival.
- All the faculties must make an entry in the accountability register daily else leave will be marked for the day. In case of three leaves marked, a day's salary will be deducted.
- All the faculties must report to the HOD/ Principal before departing for the day.
- All the faculties should complete their teacher's diary and attendance register and get it checked by the HOD/ Principal on every Friday.
- All the faculties should report to the HOD/ Principal about their progress of internal and external duties assigned to them as faculty coordinators. They should maintain the register of their work as faculty coordinators which shall be duly signed by the HOD/ Principal every day before departure.
- All the staff members when called for a meeting should report sharply at the given time with a notepad and a pen.
- All the staff members should report to the HOD/ Principal about the progress of any work assigned to them from time to time.
- All the staff members shall take permission in writing for leave from the HOD/ Principal two days prior.
- All the staff members must comply with the uniform code and wear the college ID.
- All the staff members must maintain the decorum of the faculty.
- All the staff members should maintain cleanliness of their shelf and their sitting place.

- All the faculties should move to the class for their lectures five minutes prior and leave the class on time.
- All the staff members must follow the instructions of the academic Co-ordinators regarding the adjustment of the Time-Table.
- All the staff members are instructed not to leave the meetings which are in process without permission of the HOD/ Principal
- In the absence of the Head of the Department, Academic Coordinators would be in charge. They will report to the HOD/ Principal about the day's working.
- All the staff members should consume lunch during the lunch hour in the Staff Room or in Canteen.
- All the staff members will entertain the students for any issue after 2:00 P.M. outside the staff room as students are not allowed to enter in the staff room.
- The staff members must converse in English with the students.
- The tea time is 10:00 in morning & 01:00 p.m. in noon. Tea shall be served in Staff Room only.
- The faculties must be in staff room after the last lecture.
- All the documents to be photocopied must be collected and given to Peon at 2:00 P.M.
- The assignments and test papers of the students must be checked and maintained properly by the concerned subject faculty. At the completion of the semester, they must be deposited to the staff room co-coordinator with the cover letter duly signed by HOD/ Principal
- All the staff members must maintain harmony with each other. They should not interfere in each other's work. For any grievance, the HOD/ Principal can be approached.
- In case any student approached any of the faculty with a grievance than the concern faculty shall forward such student to the Student Welfare Officers, Anita Parmar or to the Discipline Coordinators for further action.

- All the meeting of the staff & H.O.D. shall be arranged & coordinated by the Staff Room Coordinator Ms. Anita Parmar.
- The staff room coordinator Ms. Anita Parmar shall supervise that all the above instructions are duly followed by all the faculties. In case of any discrepancy notices she shall report to the HOD/ Principal instantly.

GENERAL RULES REGARDING MEETINGS

For any further queries or grievances of staff and students, Head of Department (HOD / Principal) can be approached between 1.00 PM to 2.00 PM on the week days.

The administrative office can be approached between 1:30 PM to 2.30PM for related work. All applications and documents are to be submitted with the administrative office on the week days. The office staff shall provide the required documents pertaining to students on Saturday only.

Previous year University exam questions papers are available in the library. The semester end mark sheets are placed in the library. These can be referred to, on Saturday alone

Parents meeting - The parents can meet the batch coordinators with prior appointment on the week days between 1:30 p.m. to 2:30 p.m. In case, the parents want to meet the Head of Department (HOD / Principal), a prior appointment has to be fixed through the concerned batch coordinators.

All calls shall be entertained only during the office hours except during a medical emergency.

JOB RESPONSIBILITIES & DUTIES

A. JOB RESPONSIBILITIES & DUTIES OF PRINCIPAL/ HEAD OF THE DEPARTMENT

- Providing leadership in relevant field of specialization.
- Research and research guidance.
- Consultancy services.
- Teaching, including laboratory development & writing of books.
- Evaluations of tutorials, assignments, journals, answer letters.
- Interaction with industry.
- Continuing education activities.
- Student's counseling.
- Interaction with other institutions, Universities at state, national and international levels.
- Organizing seminars, workshops, Moot courts, Judgment writing competitions.
- Publishing papers in national and international journals.
- To organize for accreditation and make presentations to the visiting expert terms.
- Industrial liaisoning to promote training and final placements.
- Review of academic activities of the department periodically.
- Maintenance of dead stock, semi consumable, consumable registers with the help of admin staff and Admin Officers
- To prepare & display notices, mark sheets attendance sheets etc. pertaining to the students of the department.
- To send attendance records, letters regarding attendance, discipline and other activities with the help of Batch Coordinators and Academic Coordinators.
- Any other duties assigned by the Chairmen from time to time.
- Organize parents meet/HR meets in association with T&P coordinators.

B. JOB RESPONSIBILITIES OF ACADEMIC COORDINATORS/ BATCH COORDINATORS

1. Academic Coordinators:

The Academic Coordinators supervise areas connected to conduction of lectures, students discipline and general administration. They can be approached for the related issues after the batch coordinator has been consulted but the queries still remain.

- To display the session plan and time table on the respective Notice Board of College.
- To guide the students about rules of attendance (general), Internals, Midterm examination, Presentation, Crash Course Industrial Visits, sports, Library special Lectures.
- To address students' queries.
- To meet the parents of students, especially the student defaulters.
- To inform the HOD/ Principal about making alternate arrangement for lectures and practical's when a faculty is absent.
- To coordinate with the Batch Coordinators of different classes to update attendance record and Batch files etc.
- Collect information regarding weaker students from the subject teachers and arrange remedial classes, counselling sessions in consultation with the HOD/ Principal.
- Identify good students and motivate them to excel.
- Update data regarding students' achievements in academics, sports, extracurricular activities etc.
- Any other duty the Director/ Principal/ HOD may assign.

2. Batch Coordinators:

The batch coordinators are the in charge of the entire batch. All academic and non academic issues are to be dealt with the batch coordinators at first instance. General Responsibilities of Academic coordinators Batch Coordinators regarding Academics-

- Teaching and ensuring attendance of students as per University norms.
- Planning and implementation of instructions received from Head/ principal.
- Student's assessment and evaluation.
- Developing resource material for teaching and learning.
- Contribute to the activities sustaining accreditation of the institute.
- Continuing education activities.
- Co-curricular and extra-curricular activities.
- Students counseling/ mentoring scheme implementation.
- R & D work on industrial problems & consultancy.
- Liaison with parents.
- Publication of research papers, at least two in a semester.
- Participate at least in one seminar/conference/workshop/ Moot Court Competition / Judgment writing competition etc. in an academic year.
- Assist in final placement activities.
- Examination work pertaining to College and University such as organizing supervision and assessment etc.
- Arrangement of remedial classes.
- Any other duties assigned by the Management and Principal from time to time.

3. Student Society Coordinators

The Society coordinators supervise the activities of the society. Aspiring students can contact them for future ventures.

4. Job Responsibilities of University Coordinators.

- To organize all works related to university examinations such as preparation of supervision chart in consultation with principal.
- To correspondence with university regarding university examinations, results of students, students complaints regarding examinations.
- To organize the filling of examination forms, revaluation & verification forms of students & submission to DAVV University.
- To obtain results of students and its distribution.
- To send requirement of examination stationary to DAVV University & maintaining its up to date records.
- Conduct examinations as per schedule & instructions of DAVV university.
- To maintain the records of all passed out students of this institute in a separate register and also in a soft copy.
- To see the day to day notification/circular on university website & bring the contents to the notice of students/faculty /principal from University.
- To send the program of proposed practical examination dates to university & get final programme of practical/oral examinations.
- To submit term work / oral practical marks to DAVV University & time bound manner.
- To organize arrangement of furniture and numbering of examination seats for University examinations.
- To receive the examination stationery from University & keep in the strong room / Control Room.
- To take custody of key of strong room of the seal of the strong room open before Principal and HOD
- To carry out any other duties assigned by the Principal from time to time.

5. Event Coordinators

- Act as the first point of contact for event organizers and work closely with them in order to establish and agree requirements for events (in person, by telephone and via email or through mail).
- Issue invitations to events and collate responses (using appropriate electronic systems), where applicable.
- Assist event organizers, arrange accommodation as required, including guest rooms in College and external hotel bookings.
- Assist event organisers with travel arrangements (bookings and reimbursement procedures) for speakers or other key participants, in conjunction with the College Finance Department.
- Produce (or oversee the production of) menus, table plans, signage, guest lists, and event publications, as required.
- Oversee all other arrangements for events, liaising with relevant College departments as appropriate to ensure that all requirements are met and that relevant information is collated and distributed appropriately.
- Be present during events to ensure that they run effectively and efficiently.
- Maintain appropriate records, electronically and on paper, including financial information.
- Maintain, review, and improve relevant systems and procedures, and where appropriate implement new ones.
- Seek feedback in respect of events hosted in the College and recommend or implement changes accordingly.
- Promote the College as a venue for events, both internally and externally.
- Assist with the organisation of staff events within College, and with the College's participation in the annual Open Doors initiative. Carry out any other reasonable duties as directed by the Chairmen, Principal and HOD.

6. Staff Room Coordinator

- The Staff Room coordinators supervise the activities of the Staff Room like discipline, general rules, sitting and refreshment of Faculties and Staff.
- All members of the staff shall be at their workplace in the staff room etc.
 - Staff members shall compulsorily wear College ID and uniform while in the College premises.
 - Faculty shall ensure that discipline is maintained in the college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD/ Principal.
 - Faculty members shall maintain discipline during their instructional hours. However, they may use them in their cabins/rooms.

7. Placement Officer / Asst. Placement Officer / Training Coordinator

- Prepare a data bank of potential industries for placements and keep updating.
- Initiate correspondence with industries and organize recruitment process for placements.
- Organize HR meet to strengthen rapport with corporate world.
- Organize printing of placement Brochures/soft copies of information regarding students placements.
- Obtain feedback from industries regarding strength and weaknesses of students who have been placed finally.
- To pay regular visit to industries & establish close report with placement/consultancies /R&D/ training & establishment of linkages under guidance of Chairmen, Principal and HOD.
- Grooming the students for placements by organizing soft skill trainings.
- Counseling of students regarding emerging areas of job opportunities.

- Organize talks by experts to motivate students to seek job opportunities in emerging areas.
 - Give feedback to the faculty about strength & weaknesses of students to enable them to initiate appropriate grooming activities.
 - Any other duties assigned by the Chairmen, Principal and HOD from time to time.
- 8. Job Responsibilities of Placement Assistant.**
- To update the placement data as per given format on daily basis.
 - To enter the data in appropriate folders.
 - To develop formats for specific activities as per the instructions of the placement officer.
 - To locate the jobs for graduates & post graduate students from different sources.
 - To coordinate the food and snacks arrangements during campus placement and visit of guests.
 - To contact and supply training details such as company, title, location and stipend details to the students.
 - To assist in arrangement of hard copy files of placement department.
 - To coordinate with placement consultants on phone and in person regarding interviews in the absence of placement officer.
 - To check the email account daily for any emails from company and students and update the useful information in our database appreciation, Mails form students, company recruiters etc. should be replied on same day.
 - To update the registers and records regarding companies contacted.
 - To update placement consultant's/Companies contacts on weekly basis.
 - To assist in the preparation of placement Brochure.
 - To contact students and remind them about the confirmed date of placement meetings/interviews.
- To receive calls from companies and departments and give the feedback of the same to placement officer.
 - To complete the database regarding companies and their HR Managers.
 - To display notices regarding placement department.
 - To contact companies and receive response sheets of feedback of students performance.
 - Any other duties assigned by the Training officer/ Chairmen, Principal and HOD.
- 9. Publication Coordinators**
- Writes, drafts and/or edits, and submits for final approval: press releases, articles, newsletter submissions, news stories, features, backgrounders, profiles, book chapters, marketing/advertising materials, indices, bulletins, and/or scholarly works;
 - Edits all elements for style, substance and organization. Reorganizes text to create consistency in grammar, format, and message. Recommends substantive editorial changes as needed. Reviews, proofs and fact-checks all copy, and may perform layout work of a detailed and complex nature;
 - Oversees all aspects of production, often of multiple publications; copy editing, fact checking and quality assurance stages; often using desktop publishing or other publication-specific software tools;
 - Provides text and technical services to developing and maintaining Web pages and/or other forms of electronic communication;
 - Organizes copy flow, coordinates multiple production schedules and printing deadlines; troubleshoots and remedies related issues;
 - Coordinates relationship with vendors/readers/customers; negotiates, researches and coordinates requests for proposals (RFPs), and makes recommendations to manager on vendor relationships; May be responsible for managing to a prescribed budget, typically when coordinating production; may also participate in budget development by summarizing, researching, analyzing past expenditures;

- May serve as liaison to contributors/faculty/authors and others directly involved in the published work: solicits chapters, edits submissions, conveys editorial comments, resolves issues, ensures deadlines are met;
- May ensure permissions standards for content and image are consistent and documented; may coordinate post production activities, such as mailing, mail house arrangements, coordinating copyright registration, and permissions activities.
- May oversee distribution of press releases to media; take photographs; maintain photo, clip and contact files; may organize and oversee photo shoots, reporter visits, media launches, and related events as directed;
- May assist in training, scheduling and distributing work to other staff members, students, interns, casuals and temporary workers.
- Over all supervision of our newsletter and journals i.e, Nyay Disha and Journals

10. Job Responsibilities of System Administrator /It Department

- To maintain the network and PCs.
- To allocate login and passwords to students and staff.
- To attend any complaints received from students and staff regarding PC or the network.
- To maintain peripherals like printers, scanners etc. in serviceable condition all time.
- To assist the management in procurement of hardware, software and equipment.
- To ensure back up of critical information regularly and at specific intervals.
- To maintain discipline in the lab and the server room.
- To dispose and recycle of e-waste according to norms.
- To maintain internet connectivity and take steps to prevent misuse.
- To assist faculty member in conducting lab sessions of their students.
- Any other duties assigned by the Chairmen, Principal and HOD.

11. Job Responsibilities of Lab. Instructor.

- To draw the lab schedules for the students and display on the board.
- To record and maintain their attendance of the students.
- To ensure discipline of the students in the laboratory.
- To assist students in practical(s) and curricular activities.
- To conduct lab examination as and when required.
- To assist the system administrator to maintain the network and the computers.
- To maintain database of marks of various exams and assist faculty member in compilation and submission of term work, preparation of marks lists.
- To assist the faculty member in conducting lab sessions of their students.
- To maintain the dead stock / consumable/semi consumable registers of respective laboratories.
- To maintain the continuous assessment records of students in respective term work.
- Maintenance of all instruments/equipment(s) in the respective Computer Lab.
- To carry out any other duties assigned by the faculty member/Professor/Head/Principal.
- To take care of day to day cleanliness & see that the laboratories are kept in presentable form
- Experiment setup and staking the instruments at their proper stacking places.
- To check at least once in a week working of instruments & equipments under laboratory.
- To prepare the requirement of consumables for the lab & place indent for the same.

12. Job Responsibilities of Librarian

1. LIBRARY of IIL

The Library of Indore Institute of Law is very rich in resources having good collection of the text books as well as reference books including 25 National and International research Journals. Latest issues of the Journals are regularly displayed on the display rack kept in the reading hall of the Library. Library is following DDC (Dewey Decimal Classification Scheme) 22nd Edition (000-999) for shelf arrangement of books.

Digital Library

The Indore Institute of Law library has completed automated ERP software system ACCSOFT 2.0 with barcode and computerized housekeeping operations with circulation faculty. It is also connected with online Public Access Catalogue (OPAC) through Intranet. Fully automated digital library environment provides students, online access of e-journals, e-books and e-magazines.

Digital Library facility provided to students and faculty members of law is for skill development and to help your research work. To access digital library please login this IP Address 103.21.55.242/ Accsoft/ in your PC and Mobile. Campus only. For any kind of assistance towards access to online library please contact Librarian.

Library Services

- Online Public Access Catalogue (OPAC)
- ERP based circulation
- Reference Service
- Periodicals Service
- CAS/ SDI Service
- Library is Wi-Fi Enabled

Online Databases

Our Library has subscribed IP based three databases such as Manupatra, SCC and Lexis Nexis.

Membership Process

All the first year students shall take application form of library membership form the library and submit it with (three stamp size color photo and fee receipt after receiving the Institution's identity card)

- Students can obtain the book from the Library only on producing their identity cards and library card.
- Library cards are not transferable.
- Only one book can be borrowed on one card.
- Members are responsible for all the books borrowed on their cards.
- Student members should produce their identity cards along with their library cards at the time of borrowing books.
- All students, who have taken the membership of library, shall return the library cards at the end of the academic year.

2. Job Responsibilities of Librarian

- To prepare and issue of Library cards to students and staff.
- To receive demand slips from students and issue books to students as per their demand and library rules.
- To follow up return of books issued to students and staff members.
- To maintain fine collection register and instruct students to deposit the fine in the bank through challan.
- To receive requisitions and issue and receive books from students, staffs following complete procedure.
- To display new arrivals by photocopy of the cover page of the books and journals
- To receive News Papers, journals & magazines and highlight important articles, news, items pertaining to the management education / institutes etc. and put up to the Chairmen, Principal and HOD, for information.

- To update and maintain files of paper cuttings...
- To compile back volumes of journals and periodicals and arrange for binding and stacking.
- To see that library is in a presentable and tidy condition at all the time...
- To attend to problems of the staff members, if any, and redress the same promptly.
- To maintain the day wise records of visits of students/ staff faculty members in library.
- Display of cuttings of news papers on education / social matters on notice boards.
- To conduct the meeting of library committee as per guideline & work as a secretary of Library Committee.
- To Compile requirement of books & periodical periodically & submit to the principal for further procurement.
- To take care of library automation & update the same from time to time
- To effectively encourage faculty & students to use e;journals?books keeping the e-journals like 'Manupatra' and 'SSC' always in working condition.
- To receives expert committee & present to them effectively.
- To regularly under take binding of books which are damaged.
- To make report to HOD/ section heads books not at all referred by faculty and students.
- Any other matter assigned by Principal from time to time.

13. Job Responsibilities of Office Staff

- Scrutinize Admission & Eligibility documents and registers of admission.
- Supervise and maintain personal files of staff and faculty.
- Maintaining P.F. account as the case may be.
- Keeping discipline and work schedule of class IV employees.
- Scrutinize attendance register of staff and put up to the Principal and HOD for his counter signature daily.
- Maintain records of compensatory off and see that the same are availed in the subsequent week/ Month.
- Maintain casual leave register.

- Maintain movement register for staff under office administration.
- Supervise daily reports received from security section and other sections of the college.
- Maintain key board and supervise key movement register.
- Initiate disciplinary action wherever necessary on instructions of principal
- Render/Guidance/ Assistance to Accounts & other Sections whenever required/ask for.
- Organize printing of brochures and placement documents for the institute.
- Assistant Principal in receiving guests and visiting dignitaries in a dignified manner.
- Initiate and record all correspondence & put up the same to Principal/HOD & section heads.
- Coordinate with DAVV University DTE /AICTE/ BCI / Higher Education Department and other governing Body on related matters.
- Maintaining of all the files duly numbered updated in all respects in a systematic format as per requirement of DAVV University DTE /AICTE/ BCI / Higher Education Department
- He shall be responsible for all the matters assigned to establishment section, students section, Stores section, maintenance section and security section.
- To supervise control of admission section, he shall not deal with admission matter directly or indirectly.
- General discipline & Healthy relations maintained among the staff of Institute.
- To receive parents/Visitors/students in a dignified & delightful manner so that nobody gets hurt & sort out problem in concern with Principal and HOD/ section heads.
- To see that all the minor grievances of students in respect of administration, personal problems if any sympathetically & sort out the same in time bound manner & always student happy of contained.
- To take care of biometric requirement.
- To collect attendance register of department & put up the same for scrutiny of HOD/Principal.
- Any other matter assigned by Principal and HOD from time to time.

14. Job Responsibilities of Back Office Staff

- Checking website of Devi Ahilya, Higher Education Portal, BCCI, AICTE, DTE and MP online.
- Maintaining of personal files of teaching and non teaching staff.
- Maintenance of attendance registers of teaching and non teaching staff,
- Maintenance of Faculty and staff files.
- Maintaining leave record of staff.
- Issue of advertisement for recruitment of teaching and non teaching staff. Getting approval from the concerned PRESS/ University, with OS & Principal.
- Maintaining of roaster.
- Arrangement of staff and Management meetings.
- Preparing and Maintaining all relevant record of College and Society.
- Completion of attendance of faculty and non teaching staff and forwarding the same to accounts section for preparation of payment.
- Maintaining of all the files duly numbered updated in all respects.
- Typing all work pertaining to the section and at the time of emergency typing other work assigned by higher authorities & Officers.
- Any other duties assigned by the Principal from time to time.

15. Job Responsibilities of Admissions Team

- Custody of original documents of students and their final disposal. Maintain all the original documents in individual folders neatly i.e. 10th Mark sheet, 12th Mark sheet, Graduation marksheet, Passing Certificate, Degree Certificate, Transfer Certificate, Migration Certificate, Caste Certificate" Caste Validity certificate (if the students are from reserved category) of each student of III.
- Maintaining of the files and registers pertaining to the section duly numbered update in all respects. To maintain all the current and back volumes of files neatly, labeled and numbered.
- Any other duties assigned by the Principal and Vice Principal from time to time.

16. Job Responsibilities of Accountant

- To maintain account records pertaining to construction work.
- To prepare documents for submission of six monthly and annual audit.
- To prepare budget estimate of the college under guidance of Principal & vice Principal & HOD/section heads take periodical review of the same.
- To keep up to date all the requirements & records for submission to Icon Education Society.
- To verify bills for payment
- To check the monthly pay sheet and statements
- To check the cash book daily
- To file E?TDS returns, Collection of PAN card and Bank Details.
- To maintain all statutory books of accounts such as dead stock registers, ledgers, consumable register, register of fixture and fittings, printing and attest the same every month. To hold custody of receipt books and vouchers
- To prepare all the records as required by the statutory auditors and present the same regularly to the statutory auditors.
- To control and check the advance register and ensure timely recovery of advances.
- To supervise maintenance of all the files and records pertaining to Accounts Section held by Accounts Assistants.
- To hold one of the duplicate keys of the cash box.
- To receive record of fees collection from bank counters & maintains its records.
- To notify & collect dues from students & ensure that all fees are collected in same academic year under guidance of Principal and Account Officer.
- To reconciliation of bank statement and fees received.
- To Verifying bills for payment
- To Maintaining register for advance and ensure timely settlement of the advances..

- To Maintaining of all the files duly numbered updated in all respects.
- To Preparing of monthly pay sheet and payment to parties.
- To Settlement of journey claims and advances.
- To prepare TDS statement and submit to Chartered Accountant.
- To type all the letters pertaining to section and at the time of emergency typing other work assigned by Chairmen and other authorities.
- To maintain Fee Collection register and soft copy too.
- To maintain cash book and attest the same by Accountant daily by Chairmen and other authorities. Principal can also verified it once in a week.
- To ensure writing of ledger by the cashier.
- To receive record of fee collection from the bank-counter & maintain record.
- To do any other duties assigned by the Principal from time to time.

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INDORE INSTITUTE OF LAW

(Affiliated to DAVV & BCI)

---Rank 1st PRIVATE LAW COLLEGE IN M.P., C.J. & RAJASTHAN BY---
INDIA TODAY - OUT LOOK - THE WEEK - THE KNOWLEDGE REVIEW

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Email ID- indoreinstituteoflaw@gmail.com, Website: www.indoreinstituteoflaw.org
Phone no:- 9977091777, 9977019777

7.1.10

RULES & REGULATIONS FOR THE STAFF MEMBERS



INDORE INSTITUTE OF LAW

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RULES & REGULATIONS FOR THE STAFF MEMBERS

1. Working hours:

Monday to Saturday : 09:00 A.M. to 04:00 P.M.

The faculties must report to the college at 8:45 A.M. sharp.

2. All the staff members have to create a finger impression at the time of arrival as well as departure from the college.
3. Every staff member must sign the attendance register as well as the entry register, accountability & Time in Time out Register duly note the time of arrival.
4. All the faculties must fill all entries in the accountability register daily else leave will be marked for the day. In case of three leaves marked, a day's salary will be deducted.
5. All the faculties must report to the Principal before departing for the day.
6. All the faculties should complete their teacher's diary and attendance register and get it checked by the Director & Dean Academics as per the day decided.
7. All the faculties should report to the Principal about their progress of internal and external duties assigned to them as faculty co-ordinators. They should maintain the register of their work as faculty co-ordinators which shall be duly signed by the Principal every day before departure.
8. All the staff members when called for a meeting should report sharply at the given time with a notepad and a pen.
9. All the staff members should report to the Principal about the progress of any work assigned to them from time to time.
10. All the staff members shall take permission in writing for leave from the HOD duly approved by the Principal.
11. All the staff members must comply with the uniform code and wear the college ID.
12. All the staff members must maintain the decorum of the faculty.
13. All the staff members should maintain cleanliness of their shelf and their sitting place and maintain a neatly and peaceful ambience in staff room.
14. All the faculties should move to the class for their lectures five minutes prior and leave the class on time.
15. All the staff members must follow the instructions of the academic co-ordinators regarding the adjustment of the Time-Table.

Manpreet
Director/Dean/Principal/HOD

Prof. (Dr.) Manpreet Kaur Rajpal
Dean

Indore Institute of Law

16. All the staff members are instructed not to leave the meeting which are in process without permission of the Principal.
17. In the absence of the Principal, Mrs. Kusum Joshi, Mr. Ambrish Bapat, Dr. Reva Mishra would be in charge. They will report to the Director & Dean Academics about the day's working.
18. All the staff members should consume lunch during the lunch hour in the Society staff-room.
19. All the staff members will entertain the students for any issue after 2:30 P.M. outside the staff room as students are not allowed to enter in the staff room.
20. The staff members must converse in English with the students.
21. The tea time is 10:00 a.m. in morning & 01:00 p.m. in noon, Tea shall be served in staff-room only.
22. The faculties must be in staff room after the last lecture.
23. All the documents to be photocopied must be collected and given to Peon at 2:00 P.M.
24. The assignments and test papers of the students must be checked and maintained properly by the concerned subject faculty. The faculty should get the mid-term sheets/assignments/projects duly signed by HOD within in the time given. The same shall be submitted to be sent to the record room on time. Those who fail to submit the same will be held responsible for non-obedience. At the completion of the semester, they must be deposited to the staff room co-ordinator with the cover letter duly signed by Principal.
25. All the staff members must maintain harmony with each other. They should not interfere in each other's work. For any grievance, the Principal can be approached.
26. Faculty members using society chamber systems should properly shut-down the computers, arrange the furniture they are using and switch-off the lights and fans also.
27. Medicine available at nominal charges and can be availed from office help (Aunty, Boy).
28. All stationary Items are to be issued and returned (Non -Exhaustible) by the Faculty. Failing to do so in case it is lost it is to be replaced by Concerned Faculty only.
29. Staff Room / Society Chamber /Gate to be closed by the faculty while entering/ exiting.
30. Office help will go to canteen only once. Faculty should give him the money to gate the required food item on time (i.e. in the morning between 9-10 a.m.)
31. Faculty members are not supposed to form a group chat anywhere unless Academic work.
32. All the meeting of the staff & Principal shall be arranged & co-ordinated by the staff room co-ordinator Ms. Anita Parmar.
33. The staff room co-ordinator Ms. Anita Parmar shall supervise that all the above instructions are duly followed by all the faculties. In case of any discrepancy notices she shall report to the Principal instantly.

Note:-Any violation of the rules is liable to severe action.


Director/Dean/Principal/HOD

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7.1.10

DAVV' S VALUES & PROFESSIONAL ETHICS POLICY

Devi Ahilya Vishwavidyalaya Indore, MP



VALUES AND PROFESSIONAL ETHICS POLICY

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Director/Dean/Principal/HOD

Prof. (Dr.) Manpreet Kaur Rajpal
Dean

Indore Institute of Law

PREAMBLE

Universities are not institutions for providing knowledge and skills only, but also for inculcating values and virtues. Today's higher education is dominated by performance in terms of marks, merit positions, placements and awards etc. Development of skills required to earn livelihood has taken prominence in higher education system. In this rat race, inculcation of human values has taken a back seat. Higher education should not only lead to the development of skills but should also imbue values, traditions, culture, societal norms and committed to sustainable progress. For this, it is very essential that the heritage, culture and human values be thoroughly studied, analyzed and incorporated comprehensively in the higher education system.

UNESCO has identified four pillars of education namely,

1. Learning to know: To equip with tools and skills to acquire knowledge for coping with the challenges of world and life in ethical ways.
2. Learning to do: To acquire skills for effective participation in world affairs.
3. Learning to live together: Living in harmony with nature and society upholding highest level of human values.
4. Learning to be: To inculcate social and analytical skills for overall exploration of hidden potential of individuals.

UGC and other professional associations have highlighted code of conduct and rules of discipline for its all segments. Some of the core values which are considered necessary and important include Honesty, Caring, Accountability, Pursuit of excellence, Fairness, Respect for others, Responsible citizens, Non-violence, Love, and Inner peace. The workplace values are also necessary for creating work culture, environment of mutual trust and respect. A few of the workplace values are – Integrity, Diligence, Transparency, Perseverance, Responsibility, Honesty, Loyalty, Strong Self Confidence, Dependability, Strong Work Ethics, Motivated to Grow, Adaptability for Governance, Teamwork, Mutual Trust and Respect, and Law Abidance.

Devi Ahilya University has always committed itself for values and ethics in governance and teaching. At the same time it has strived over the years to churn out citizens who are not just skill strong but character and value strong also. The University has always aimed at making its students responsible towards society at large and its teachers, officers and support staff sensitive, honest, trustworthy and accountable.

Devi Ahilya Vishwavidyalaya - Values and Professional Ethics Policy is an attempt to move systematically towards inculcating human values amongst all the segments – faculty, officers, staff and students of the university. This policy will aim at making individual's value strong as well as skill and character strong for the betterment of the society at large.

OBJECTIVES

Devi Ahilya Vishwavidyalaya - Values and Professional Ethics Policy addresses itself to value imbued holistic education and processes for teachers, officers and students. Objectives of the Values and Professional Ethics Policy are as follows:

- Help students, staff, officers and teachers to understand the importance of Values and Professional Ethics to ensure long lasting happiness and prosperity.
- Sensitize the stakeholders of the University towards the problems of the society and enable them to develop sustainable solutions.
- Make teachers who are role models.
- Make officers who are sensitive, accountable and honest and could work with transparency and concern.
- Make students who are keen knowledge seeker and disciplined.
- Promote core values and workplace values.
- Formulate strategies / programmes to be taken up for inculcating human values and practicing professional ethics in the University.
- Develop pedagogy / methodology to be adopted for inculcating value education in students.
- Monitoring adherence to code of conduct by all in the University life.

Promotion of Values

The University's commitment to its vision and mission is reflected by value based conduct and behaviours of faculty, staff and students in all areas of performance. Values serve as the guiding philosophy in all walks of university life. The University is committed to imbibe following values through its activities:

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Director/Dean/Principal/HOD

Prof. (Dr.) Manpreet Kaur Rajpal
Dean

Indore Institute of Law

Core Values Core values are fundamental and universal in nature that act as invisible force guiding thought processes, conduct and behaviour of teachers, staff and students. Following core values are adopted by the University:

1. Trusteeship - Acting as a custodian or trustee while discharging responsibilities, exerting power and authority, utilizing resources for the welfare of stakeholders.
2. Integrity – Practicing duties in a truthful and justifiable manner, displayed through righteous conduct in all accomplishments.
3. Excellence – Continuously delivering outstanding quality in all areas of performances by fostering intellectual growth.
4. Equality - Involving all cross-sections of society by providing equal opportunity to all in pursuit of higher education, job and other activities.
5. Respect - Being respectful to the organization, job, its functionaries and beneficiaries and while dealing with other people.
6. Sustainability – Having concern for nature, environment and resource utilization for long lasting, safe and better future.
7. Innovation - Having an unending quest for discovering new ideas in all areas of performance, enriched by diversity in thoughts, actions and leadership.

Workplace Values:

Workplace values act as a set of guiding principles describing general code of conduct for moral and ethical behaviour of teachers, staff and students in all endeavours. Following workplace values are adopted by the University:

1. Accountability - Being responsible and answerable for all accomplishments.
2. Transparency - Visibility and accessibility of information and practices to all concerned.
3. Discipline - Being sincere, regular, punctual and rule abiding.
4. Just - Being honest, fair and righteous guided by conscience and wisdom.
5. Perseverance - Putting continuous and sincere efforts to achieve targets despite all challenges.
6. Competency – Acquiring knowledge and skills for doing things efficiently and successfully.
7. Empathy - Being humane and treating each individual with dignity and respect.
8. Teamwork - Working together to achieve a common goal in all ebbs and tides.
9. Conservation - Optimal utilization of resources and energy so as to reduce, reuse, recreate, rethink and recycle entirety in best possible way.

Strategy for Promotion of Values and Professional Ethics

(I) Programmes for Faculty and Staff

The role of faculty members and staff is extremely important in creating an environment in the University which is driven on the principles of human values. Hence it is very essential that the conduct and orientation of teachers and staff should be value based.

In order to strengthen this, following measures' will be taken up:

- Organize workshops / symposia / seminars / conferences on the theme of human values and ethics for faculty members and staff.
- Organize lectures by eminent personalities working in the area of human values and ethics and those who are well known for their commitment to human values.
- Engage them in social and community based activities by providing a platform within the University.

II. Course on Human Values and Professional Ethics for Students

All departments / institutes of the University in order to propagate human values amongst its students will start an appreciation course on Human Values and Ethics. This will enable students to become responsible citizens with character and values.

The features of the course should be

- Develop universal approach to value education by creating the right understanding.
- Enable students to explore the Self.
- Bring a qualitative change in the consciousness of the student.

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Prof. (Dr.) Manpreet Kaur Rajpal
Dean

Indore Institute of Law

The content of the course can be as follows:

- Basis for universal human values and ethical human conduct.
- Value Education
- Self exploration
- Human aspirations and their legitimacy
- Concept of harmony within self and family
- Importance of living in harmony with society and nature.
- Holistic view towards universal brotherhood and friendship
- Professional ethics in the light of human values for all the professional courses such as M.B.A., B.E., M.C.A., B. Pharma. etc.

The above mentioned topics are not exhaustive. Guest lectures, seminars, workshops, live projects etc. will be integral components of the course apart from the class room interactions. All the departments of the University will offer a compulsory course in the early semesters of the programme. The evaluation will be based on a regular interaction with the students though certain written examination and social projects depending upon the students participation. Apart for the formal course students will be encouraged to undertake social service, community projects and such other activities which makes them sensitive towards the society.

Centre for Advancement of Human Values and Ethics

Apart from the department / Institute level activities for the propagation and inculcation of human values, a Centre for Advancement of Human Values and Ethics can be set up in the University for the benefit of the university fraternity and society at large. The centre will engage in projects of social concerns involving all the stakeholders of the University, publish books, journals, newsletters etc. The centre can also start certificate, diploma, degree courses and Ph.D programmes in Human Values and Ethics and will conduct awareness camps.

Code of Conduct for Professional Ethics

University Grants Commission in its preamble of the Code of Professional Ethics mentions that “the basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace, and the principles enunciated in the Preamble to our constitution”. The university operates amidst multitude of forces influencing thought processes, conduct and behaviour of teachers, officers, staff and students. It needs to ensure self regulation, academic ambience, and value based work culture in all walks of university life.

The University will publish, implement and monitor its Code of Conduct (Good Practices) which will serve as a set of guidelines for maintaining professional ethics through self regulation and an accountable behaviour of all individuals in the University. It will be divided into four subgroups: Code of Conduct – General, Teachers, Officers and Staff, and Students.

Implementation of the Policy

- The University shall set up a Cell for the promotion of Values and Professional Ethics. The cell should have representation from within the University as well as renowned personalities from the field.
- Resources to be provided to the cell by the University for meeting the objectives of the policy.
- Cell shall look for funds from other sources also.
- Workshops, seminars, lecture series etc. shall be organized on a regular basis.
- Publication of a newsletter highlighting the events undertaken and also publish articles.
- Strive to create an environment in the university which fosters the feeling of human values and professional ethics.
- Review and provide feedback on various programmes run by departments for inculcating human values and professional ethics.

Monitoring of Values and Professional Ethics

The university will ensure adherence to defined Values and Code of Conduct for Professional ethics through various Officers, Heads, Committees, Boards, Cells, and Task Groups.

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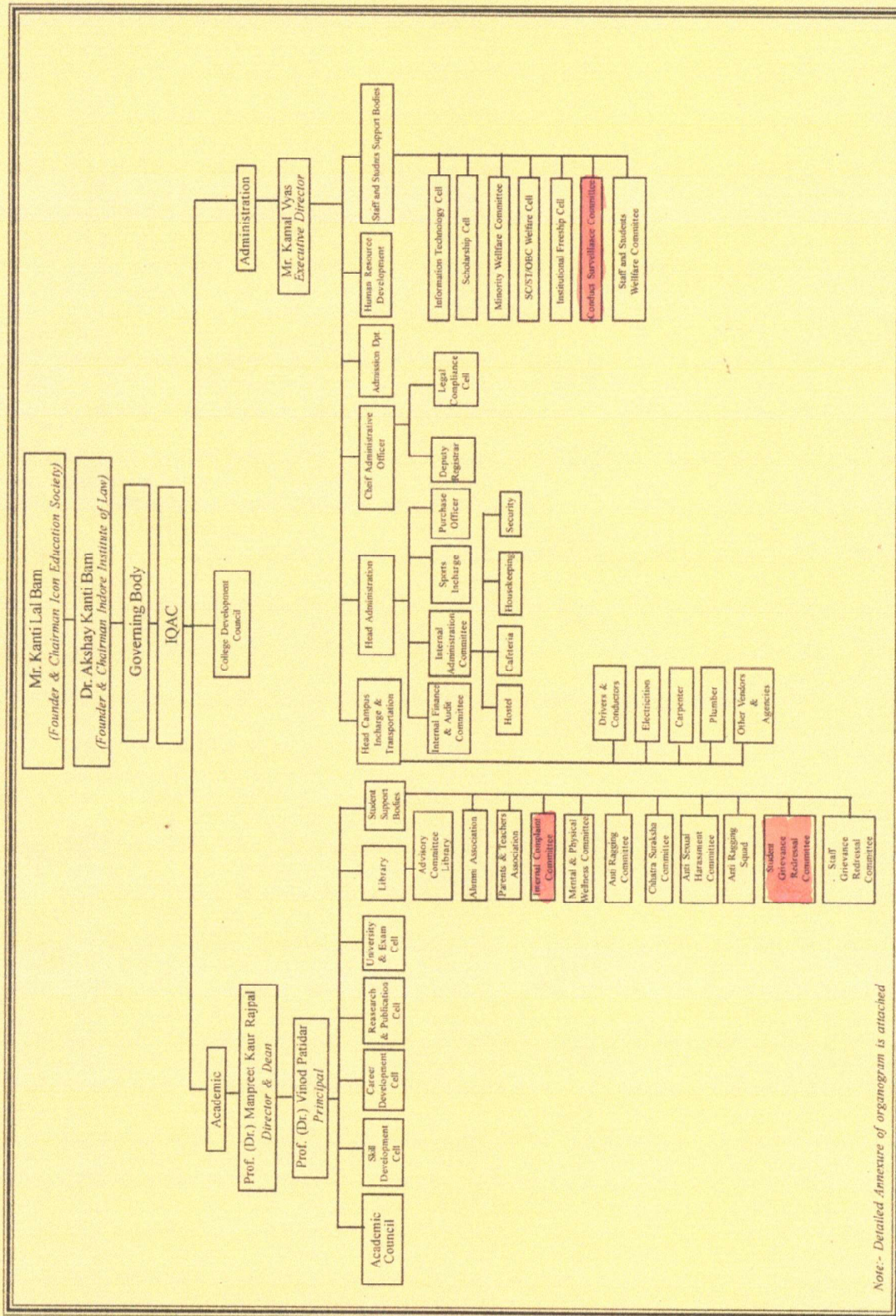
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7.1.10

STUDENTS ORIENTATION PROGRAMME

ORGANOGRAM OF INDORE INSTITUTE OF LAW



Note:- Detailed Annexure of organogram is attached

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 Director/Dean/Principal/HOD
 Prof. (Dr.) Manpreet Kaur Rajpal
 Dean
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COMPOSITION OF COMMITTEES



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COMPOSITION OF COMMITTEES

COMMITTEE TO MONITOR ADHERENCE TO THE CODE OF CONDUCT

1. Conduct Surveillance Committee

The pioneer aim of the committee is to provide 360-degree security and to maintain Code of Conduct in the campus for the students and staff. As the name suggests, they act as the disciplinary body of the Institution where students themselves in aid with Teaching and Administrative staff, monitor and regulate the conducts through their elected representatives.

Conduct Surveillance Committee observes the conduct of the students in the campus and can report it to the **Internal Complaints Committee and Disciplinary Committee** to take appropriate actions.

The Conduct Surveillance Committee can also *suo motu* take any disciplinary matter or it can be directly approached by all the other stakeholders of the College. **The Conduct Surveillance Committee** is constituted to maintain the **CODE OF CONDUCT** of not only students but also of teacher and all the other non-academic staff of the College.

Conduct of the students in classroom is often disciplined but once they are out of classroom into the campus it becomes tough to maintain the discipline in terms of actions and behaviour. The committee keeps a close watch on ID cards, Uniform and points out such instances where mischievous activities occur and point out the students responsible for it and forwards the names of such miscreants to the authorities for correctional measures. CCTVs camera are installed at every sensitive points in the campus. Female students can supervise the recording of videos and can also inspect recordings promptly if there is any problem in the campus.

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Prof. (Dr.) Manpreet Kaur Rajpal
Dean


Indore Institute of Law

The composition of this committee is as following:

**Conduct Surveillance Committee
Session – 2021-2022**

S.N.	Name	Designation
1	Dr. Shikha Dube (HOD, IIL)	Member
2	Mr. Ambarish Bapat (HOD, IIL)	Member
3	Mrs. Madhuri Modi (Assistant Professor, IIL)	Member
4	Mr. Mangal Singh Rajput (Chief Librarian, IIL)	Member
5	Mr. Deepak Anjana (Assistant Professor, IIL)	Member
6	Mr. Anand Pawse (Deputy Registrar, IIL)	Member
7	Mr. Nitesh Singh Thakur (SDC Coordinator, IIL)	Member


Principal
 Indore Institute of Law
 INDORE (M.P.)


Director/Dean/Principal/HOD
Prof. (Dr.) Manpreet Kaur Rajpal
 Dean
 Indore Institute of Law

There are also various other Committees to enforce Code of Conduct in Indore Institute of Law.

❖ **Anti-Sexual Harassment Committee**

The committee is responsible for keeping campus free from menace of sexual harassment instances like eve teasing, inappropriate touch, and avoiding any such circumstances. The committee is more devoted to prevent any such instances **IIL** in its endeavor to give utmost importance to life and dignity of females has created a special cell to look after the rights of female students and staff. Inspired by the **Supreme Court Guidelines in Vishakha Judgment** and also the new **Sexual Harassment Act of 2013**, **IIL** does not tolerate sexual harassment in any form and manifestations.

❖ **Anti- Ragging Squad**

Anti-ragging Squad is a combination of faculty and authorities which in unison patrols the campus and visits classrooms to aware students about the menace of ragging and provides them with information about contact information of the society members in case of any unfavorable situation or activity if any within the campus and in case of grave instances the committee informs the governing body and the Dean. It is established for prompt inspection to check whether ragging is prevalent in college or not. Female students are given pro- active role to supervise the same.

❖ **Anti -Ragging Committee**

The committee is responsible for maintaining a ragging free campus which comprises of faculty and students and is on the lookout to prevent incidences of ragging if any. The committee works to maintain a healthy and friendly atmosphere among the students i.e. juniors and seniors and is authorized to report any untoward incidence and also suggest penal actions if students found guilty of ragging or in disciplinary acts mounting to ragging. It is constituted to take prompt action if any ragging complaint is received. **Female faculties** are part of the committee.

❖ **Hostel Welfare committee**

This committee looks after the issues arising in hostel related to quality of food, amenities prevailing like hot water, Air conditioner, internet accessibility, hygiene, good, round the clock security, ambulance service, night security and dog squad, camera surveillance etc. The committee comprises of faculty residing in hostel and few student representative ready to work. The Hostel Welfare committee is comprises of **6 sub committees** namely: **Core Committee, Medical Committee, Transportation Committee, Food Committee, Hygiene Committee, Disciplinary Committee.**

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Hostel constitutes the most important part of college life. Female students are given the responsibility to look after the affairs of the girl's hostel in tandem with hostel warden to find a way if there is any problem in the hostel.

❖ **Internal Complaint Committee**

The motto of the committee is to resolve the internal problem of the students relating to mess, hostel etc. All the matters relating to administration are primarily dealt by this Committee. At times trifling matters of **Code of Conduct** are dealt by **Internal Complaint Committee**.

❖ **Students Grievances and Redressal Cell**

The Cell attempts to address unpretentious problems and complaints of students of varied nature. It assures students that once a complaint is made, it will be treated with sensitivity and confidentiality. For gender sensitization the institution has a setup of "**She-Box**". Students of the institute are motivated to use the suggestion boxes placed at various places to express constructive suggestions and grievances. They may also approach the members of the cell or any of their other teachers as is comfortable to them. Complaint received via "She-Box" is treated with utmost anonymity and the sensitivity of the issue is acknowledged and addressed.



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MINUTES OF MEETINGS



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To
The Principal,
Indore Institute of Law
Indore, Madhya Pradesh
Subject - Regarding the fight between
and

Respected Sir,

I am Yash Jain class
Representative of BALL.B. IIIrd Sem. My
batch mates Shubham Singh and
Yash Parashar were fighting in the college
campus on such a trivial issue. So
I am requesting from you to take
the appropriate disciplinary action
against both of them.

Thankyou
Date 13/05/2023

Yours faithfully
Yash Jain
Class Representative
BALL.B. IIIrd Sem.

Manu

Director & Dean/Principal/HOD



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APPLICATION GIVEN BY CLASS REPRESENTATIVE REGARDING FIGHTING BETWEEN TWO STUDENTS IN THE CAMPUS

NOTICE

This is to inform you that a meeting of Internal Complaint committee of Indore Institute of Law will be held on 15/05/2023, from 1:00 PM at the Conference Room.

The entire following members are kindly requested to attend the meeting to discuss following agenda respectively.

Agenda: Application received by Class Representative Yash Jain that two students were fighting in the college campus on 13/05/23 who were Shubham Singh (3rd Sem BA LLB) and Yash Parashar (3rd Sem BA LLB).

S.N.	NAME	DESIGNATION
1	Prof. Dr. Vinod Patidar (Principal, IIL)	Chairman Appointed by the Society
2	Dr. Reva Mishra	Coordinator
3	Mrs. Kusum Joshi (HOD IIL)	Coordinator
4	Mrs. Shital Sikarwar (Assist. Prof IIL)	Coordinator
5	Ms. Sangeeta Kaur Rajpal (Assist. Prof IIL)	Coordinator
6	Mr. Shekhar Patankar (Admin Co-ordinator, IIL)	Coordinator

Manu...

Director & Dean/Principal/HOD



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MINUTES OF THE MEETING

Date: 15/05/2023

Time: 1 PM

Agenda:

Application received by class representative that Two students Shubham Singh (3rdSem BA LLB) and YashParashar(3rdSem BA LLB) were found fighting in college campus.

Discussion-

The purpose of the meeting is that an application is received by Class Representative YashJain that two students were found fighting, who were Shubham Singh (3rdSEM BA LLB) and YashParashar(3rdSEM BA LLB) After enquiring the issue from fellow batch-mates and footage received by CCTV, both were found at fault. It was found that they were verbally fighting over personal issues which later transformed into physical fight in heat of the moment.

Resolution-

Shubham Singh (3rdSem BA LLB) and YashParashar(3rdSem BA LLB) were found guilty of the wrongdoing. Both the students **were** asked to sit on silver bench for 5 days from 16/05/23 to 20/05/23 from 9:00 am to 5:00 pm, where both must submit their phones to the counter and complete 40 Hrs. of studies daily before leaving the campus also, they shall daily report to the batch coordinator and short viva shall be taken by concerned subject faculty. The students will be given two short breaks during the day which would be 30mins for lunch and 15 min for tea break.

The decision shall be final.

**The following members were present: Internal Complaint Committee
Session - 2022-2023**

S.N.	NAME	DESIGNATION
1	Prof. Dr. Vinod Patidar (Principal, IIL)	Chairman Appointed by the Society
2	Dr. Reva Mishra	Coordinator
3	Mrs. Kusum Joshi (HOD IIL)	Coordinator
4	Mrs. Shital Sikarwar (Assist. Prof IIL)	Coordinator
5	Ms. Sangeeta Kaur Rajpal (Assist. Prof IIL)	Coordinator
6	Mr. Shekhar Patankar (Admin Coordinator, IIL)	Coordinator

Mamta

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ANNUAL REPORT

Academic Year 2022-2023

Convener: Dr. Vinod Patidar, Principal (IIL) Indore Institute of Law has drafted a zero tolerance policy towards ragging. The college conforms with all the guidelines related to anti-ragging and prevention of ragging, Anti-sexual Harassment and Student Grievance issued by the UGC, BCI, DAVV and has Grievance Policy. The college has constituted different committees which are dedicated to different student's grievances and for proper vigilance. The Annual reports of all the committees falling under "Zero Tolerance Policy" are given below.

Report of Anti-Ragging Committee

No cases of any student were reported; hence 'NO-ACTION' report has been submitted

- Number of complaints received during the year 0 (zero)
- Number of complaints disposed off during the year 0 (zero)
- Number of cases pending for more than 90 days 0(zero)

Report of Anti-Sexual Harassment Committee

No cases of any student were reported; hence 'NO-ACTION' report has been submitted

- Number of complaints received during the year 0 (zero)
- Number of complaints disposed off during the year 0 (zero)
- Number of cases pending for more than 90 days 0(zero)

Report of Student Redressal Committee

No cases of any student were reported; hence 'NO-ACTION' report has been submitted

- Number of complaints received during the year 0 (zero)
- Number of complaints disposed off during the year 0 (zero)
- Number of cases pending for more than 90 days 0(zero)

Report of Internal Complaint Committee

Due to NO-TOLERANCE POLICY there was 1 case during academic year 2022-2023 The punishments are preventive, deterrent, and reasonable enough so that the student would not repeat their acts.

1)The application was received by theYashJainclass representative of BALLB 3rdSem that two students were fighting. Internal Complaint Committee was looking in this matter, CCTV footage was called and the matter was asked by the fellow student. Since, both students were at fault both got punishment of completing 40hrs of study after depositing their phones and they had to give a short viva to their batch coordinator. Later, boththe students apologized to the Principal and to each other for the disturbance which they created by their act.

- Number of complaints received during the year 1(one)
- Number of complaints disposedof during the year 1(one)
- Number of cases pending for more than 90 days 0(zero)

SUMMARY OF ANNUAL REPORTS OF STUDENT GRIEVANCES

YEAR	NAME OF COMMITTEE	NATURE OF GRIEVANCE	TOTAL GRIEVANCE RECEIVED	AVERAGE NO.OF DAYS FOR REDRESSAL
2022-2023	Internal Complaint	<ul style="list-style-type: none">• Physical Fight	1	<ul style="list-style-type: none">• 3 Days

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ORIENTATION PROGRAMME 2022

Date :- 04/06/2022

Venue :- Indore Institute of Law

Indore Institute of Law organized an Online Orientation Ceremony for the students of BA. LL. B. (Hons.), B. B. A. LL. B (Hons.), B. B. A. LL. B (Hons.) (Global and Transnational Studies), LL. B. (Hons.), LL. M. (Hons.) from 04-06-2022.

Day three was devoted to various Societies and Clubs at Indore Institute of Law. Faculty Coordinators of all the societies introduced their society and its purpose and working to the law students in various courses. The **Discipline/Conduct Surveillance Committee** orient the Students regarding Code of Conduct prescribed for them by the Institute. A **code of conduct** is a set of rules which contain **Do's and Don'ts** for the Students in and outside the Institute as its representative. They were guided regarding Anti Ragging Policy and Discipline rules to be duly followed by the students. Committee members also informs students regarding hierarchy to be followed in case of any problem or misconduct with them. The faculty coordinators showed hierarchy via a presentation.



Orientation Ceremony of 1st Year Students

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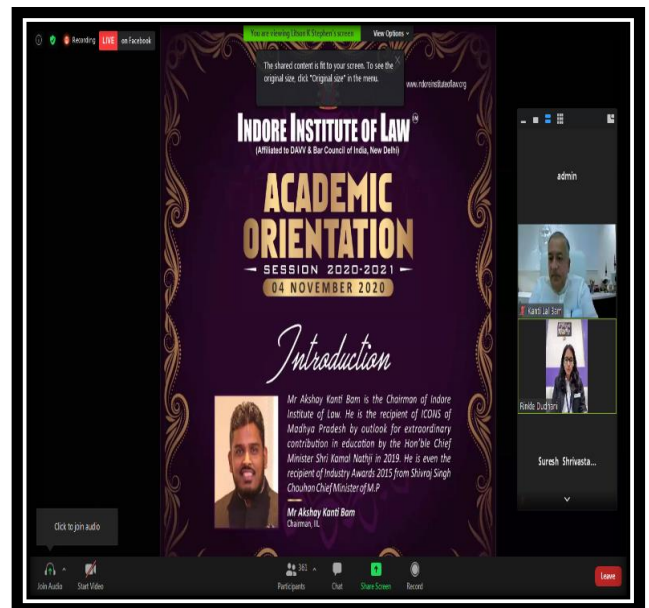
ORIENTATION PROGRAMME 2023

Date :- 4/11/2023

Venue :- Indore Institute of Law

Indore Institute of Law organized an Online Orientation Ceremony for the students of BA. LL. B. (Hons.), B. B. A. LL. B (Hons.). B. B. A. LL. B (Hons.) (Global and Transnational Studies), LL. B. (Hons.). LL. M. (Hons.) from 04-11-2020.

Day three was devoted to various Societies and Clubs at Indore Institute of Law. Faculty Coordinators of all the societies introduced their society and its purpose and working to the law students in various courses. The **Discipline/Conduct Surveillance Committee** orient the Students regarding Code of Conduct prescribed for them by the Institute. A **code of conduct** is a set of rules which contain **Do's and Don'ts** for the Students in and outside the Institute as its representative. They were guided regarding Anti Ragging Policy and Discipline rules to be duly followed by the students. Committee members also informs students regarding hierarchy to be followed in case of any problem or misconduct with them. The faculty coordinators showed hierarchy via a presentation.



Virtual Orientation Ceremony of 1st Year Students

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ORIENTATION PROGRAMME 2022

Date :- 31/08/2022

Venue :- Indore Institute of Law

Indore Institute of Law organized an academic orientation program for the new batches of B.A.LL.B (Hons.), BBA.LL.B (Hons.), from July 31 August, 2022 and LL. B (Hons.) from August 9, 2022.

The aim of the orientation program was to introduce the new students to the academic culture of the institution. On second day of the orientation the devoted to various Societies and Clubs at Indore Institute of Law.

The **Discipline/Conduct Surveillance Committee** orient the Students regarding Code of Conduct prescribed for them by the Institute. A **code of conduct** is a set of rules which contain **Do's and Don'ts** for the Students in and outside the Institute as its representative. They were guided regarding Anti Ragging Policy and Discipline rules to be duly followed by the students. Committee members also informs students regarding hierarchy to be followed in case of any problem or misconduct with them. The faculty coordinators showed hierarchy via a presentation.



Principal Dr. Vinod Patidar sir Guiding 1st Year Students at Orientation Ceremony

Mansu...

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OATH CEREMONY

Date :-28/08/2022

Venue :- Indore Institute of Law

Indore Institute of Law, conducts **Oath Ceremony** annually during its Induction Programme. The event commenced with a welcome note followed by Saraswati Vandana and floral welcome of guest and inspiring speech by Mr. Akshay Kant Bam, Chairman Indore Institute of Law. After invoking the almighty, the ceremony was embellished by the **Oath Ceremony**. The Chief Guest of the opening ceremony was **Mr. R Raghuvanshi**, Former Additional Solicitor General of Indore. After the motivational speech of guest, admission team was facilitated by Honorable Members of Management for their outstanding work in the admission process. The program was concluded with National Anthem.



*Student Taking Oath during Oath Ceremony for Adhering to the Prescribed
Code of Conduct and Professional Ethics*



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OATH CEREMONY

Date :- 19/12/2022

Venue :- Indore Institute of Law

The event began with prayer offerings to goddess Sarawati followed by floral welcome of the guests and dignitaries along with a welcome note by Dr. Vinod Patidar, Principal, Indore Institute of Law. The Oath was administered by Mr. Akshay Kanti Bam, Chairman, Indore Institute of Law to the various post holders of the Student Council 2018 - 19.

Chief Guest for the Oath Ceremony was Mr. Ajay Singh, Former Leader of Opposition, M. P. along with Mr. Surendra Singh Baghel, Cabinet Minister, M.P. Government and Mr. Mujheeb Qureshi, President, M. P. Congress, Minority Division and Mr. Surendra Neemkheda, Former Dhar dist. President, Congress as Guest of Honour and Special Guests respectively. After the guests graced the occasion with their word of wisdom, prize distribution ceremony for Fresher's Moot 2K 18 and IV Intra Moot Court Competition took place. The winners were awarded with medals and certificates. The program concluded with felicitation of Guests followed by National Anthem.



Chairman Mr. Akshay Kanti Bam Sir Administering Oath to Students for Adhering to the Prescribed Code of Conduct and Professional Ethics



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INDIA TODAY – OUT LOOK – THE WEEK – THE KNOWLEDGE REVIEW

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Email ID- indoreinstituteoflaw@gmail.com, Website: www.indoreinstituteoflaw.org
Phone no:- 9977091777, 9977019777

OATH CEREMONY

Date :- 20/09/2022

Venue :- Indore Institute of Law

The event began with prayer offerings to goddess Sarawati followed by floral welcome of the guests and dignitaries along with a welcome note by Dr. Vinod Patidar, Principal, Indore Institute of Law. The students took Oath of following the prescribed code of conduct, and maintain the discipline and decorum in the Institute. The **Oath was administered by Mr. Kantilal Bam**, Chairman, ICON Education Society, to the Students. The Chief Guest for the Oath Ceremony was **Mr Digvijay Singh**, Ex Chief Minister of Madhya Pradesh. Mr. Singh enlightened the audience with his words and threw light on need of unity and its impact on growth and harmony in the country. The program concluded with felicitation of Guests followed by National Anthem.



Students Taking Oath at the Ceremony for Adhering to the Prescribed Code of Conduct and Professional Ethics



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OATH CEREMONY

Date :- 5/12/2022

Venue :- Indore Institute of Law

Indore Institute of Law organised **Oath Ceremony** During Induction Programme on 05/12/21. The event began with prayer offerings to goddess Sarawati followed by floral welcome of the dignitaries along with a welcome note by Dr. Vinod Patidar, Principal, Indore Institute of Law. The students **took Oath of following the prescribed code of conduct, and maintain the discipline and decorum in the Institute.** The **Oath was administered by Mr. Akshay Kanti Bam, Chairman, Indore Institute of Law**, to the students. Mr. Kantilal ji Bam, Chairman ICON education Society, enlightened the audience with his words and threw light on need of unity and its impact on growth and harmony in the country. The program concluded with felicitation of Guests followed by National Anthem.



Students Taking Oath at the Ceremony for Adhering to the Prescribed Code of Conduct and Professional Ethics



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Marathon on Generating Awareness on Legal Duties on Law Day

Theme	:-	Social Cause- Awakening of Legal Duties
Date	:-	26/11/2022 (Law Day)
Venue	:-	Nehru Stadium, Indore

Indore Institute of Law under its '*Rubru: Samvidhan se Samvad*' initiative observed **Law Day** on **26th November 2022**. A Marathon was organized to generate awareness amongst the people of Indore towards **law and legal duties**. It is our Constitutional duty to *respect law of land, its institutions, ideals and constitutional ethos* etc. The Marathon embarked upon the theme - '*Social Cause- Awakening of Legal Duties*'. The Marathon generated a voluminous response from the people of the city '**Indore**'. Around 3000 people from Indore ran for the cause to shoulder underlining unity and fraternity.



A Marathon was Organized to Generate Awareness Amongst Students & Staff Regarding Code of Conduct & Legal Duties



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Seminar on Legal Service Day

Date : 09/11/2022

Venue : Indore Institute of Law

NyaySarthi Club of Indore Institute of Law organised a Seminar on Legal Awareness on the occasion of Legal Awareness Day. National Legal Services Day is observed every year on 9th November to commemorate the commencement of Legal Services Authorities Act, 1987 which came into force on 9th November, 1995. Seminar was organised for the Students of first semester. The objective of the Seminar was to create awareness among young law students theiras a part of their legal duty towards weaker section of society to empower them by imparting Legal Knowledge. The resource persons of the Seminar were Asst. Prof Shital Sikarwar and Asst. Prof Kusum Joshi. The students were asked to join the Club in large number and works for **legal empowerment of the weaker section** of the society.



Seminar on Legal Awareness on the occasion of Legal Awareness Day



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National Youth Day

Date : - 12/01/2023

Venue : -Indore Institute of Law

Youths are considered as the **life breath of a nation** and also the future of the nation. The direction of wind flows in the direction of the youth. College celebrates National Youth Day on 12th of the January on the birth anniversary of the greatest youth icon **Swami Vivekananda**. IIL celebrated **National Youth Day** with great **zeal and vigour** as **Swami Vivekananda** is considered as a **youth icon**. On this day students presented the views of Swamiji through very powerful speeches. Students were inspired to improve their lives by following the code of conduct as enunciated by Swami Vivekananda.



Students at IIL Celebrating 'Yuva Diwas' in Memory of Swami Vivekanand to Imbibe Code of Conduct Taught by Swami Ji.



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INDORE INSTITUTE OF LAW'S FOUNDATION DAY

Date : 27/07/2022

Venue : Indore Institute of Law

Indore Institute of Law celebrated its 18th Foundation day on 27/07/2022. It was the day to remember, cherish, recognise and reward the achievers. The institute celebrated it in the august presence of Chairman of Icon Education society Mr. Kanti Lal ji Bam and Mr. Akshay Kanti Ban Sir (Chairman of Indore Institute of Law) and other prominent members from the management.

Chairman Sir shared his thoughts on how his dream of establishing quality higher education has turned into a reality and is going bigger and bigger with each passing year. He also reminded them that with position comes responsibility towards themselves, their Institute and peers and struggles help one to achieve heights. At the end of his speech he asked staff members and students to adhere to their prescribed code of conduct and helps each other in their personal growth as well as growth of the Institute.

Today's Foundation Day has been a milestone in the journey of Indore Institute of Law which has grown from humble beginnings to its eminent stature today. As per tradition on Foundation Day Chairman Sir give awards and a Letter of Appreciation to both Teaching, Non-teaching Staff for their outstanding works and adherence to Good conduct. Foundation day is dedicated for appraisal of good performance by the employees of the Institution. On this day Institute celebrates outstanding performances of its teaching and non-teaching staff. On Completion of 10 year of Service at IIL faculty are Awarded with One Month Salary as Bonus and one month paid leave along with Letter of Appreciation and On Completion of 5 year of Service faculty & Staff are Awarded with Rs. 11000/- as Bonus along with Letter of Appreciation.

The students and the staff were awarded for their contributions in various categories. The following are the list of the awards.

LIST OF AWARDS GIVEN:

- 1).Meritorious Students of all the Programmes (Gold, Silver and Bronze.)
- 2).Students having Outstanding Performance in Sports.
- 3).Best Society & Best Student Convenor
- 4).Best Club & Best Student Convenor.
- 5).Best Teacher Award
- 6).Best Batch Coordinator
- 7).Best HOD
- 8).Best Mentor (Student)
- 9).Best Mentor (Faculty)
- 10).The Most Helping Staff Member.
- 11).The Most Regular and Punctual Faculty
- 12).Best Dressed Student.
- 13) Best Dressed Staff
- 14).Eco Friendly Bicycle Award.
- 15).Best Etiquette Award (Student)
- 16.) Best Etiquette Award (Faculty).

Faculties are Awarded with Letter of Appreciation, 1 Month Salary as Bonus and Paid Leave for Completion of 10 years of Service at IIL



After Awards distribution the senior faculties and other staff share their memories of IIL and how institute has shaped their lives. To scale the heights and reach the pinnacle of success, the Institute always strives to inculcate a sense of commitment and responsibility among the students and staff with their heads held high as the future leaders. At the end a grand cake was also cut by Chairman Shri Kanti Lal ji Bam and all the staff to celebrate Institute's Birthday.



Faculties are Awarded Letter of Appreciation & Cash reward for Completion of 5 years of Service at INDORE INSTITUTE OF LAW



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Teacher's Day Celebration

Date : 05 Sep 2022
Venue : Indore Institute of Law

Student's Council with the students of first semester of INDORE INSTITUTE OF LAW celebrated teacher's day (September 5, 2018). On this occasion the entire teaching fraternity along with Management of INDORE INSTITUTE OF LAW came together and enjoyed the program organized by the students. The program began with the welcoming of faculty members and management members alike. In sync with the trend of regarding teacher as god the students washed their teachers' feet with milk and water. After drying their feet, the students escorted teachers to the sitting area and presented them with roses. Once everyone settled down the students gave their performances and shared their experiences about the teachers. Fun filled and witty titles were bestowed upon faculty based upon their habits or traits and gifts along with sweets were presented to them. The program ended with management too felicitating faculty of all three colleges and appreciating and applauding their efforts.



Teacher's Day Celebration at IIL to Impart Professional Ethics & Sense of Responsibilities Amongst Students & Teacher



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