



# INDORE INSTITUTE OF LAW

(Affiliated to DAVV & BCI)

—Rank 1<sup>st</sup> PRIVATE LAW COLLEGE IN M.P., C.J. & RAJASTHAN BY—  
INDIA TODAY – OUT LOOK – THE WEEK – THE KNOWLEDGE REVIEW

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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 Vishwavidyalaya, Indore

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**1ST RANK PRIVATE LAW COLLEGE**

Policy Available on Website

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# INDORE INSTITUTE OF LAW

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## 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.

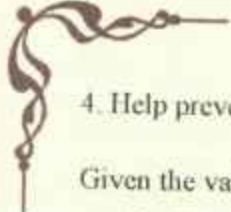
### A SCOPE

**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

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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 IHL is guided with a vision of creating **Competent Human Legal Professional and a Responsible Citizen**. **The Hall** marks of **IHL'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.

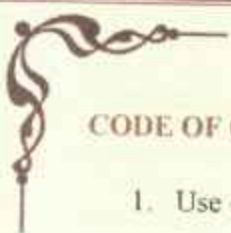


## E. MONITORING OF CODE OF CONDUCT AND CONDUCT SURVEILLANCE COMMITTEE

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.

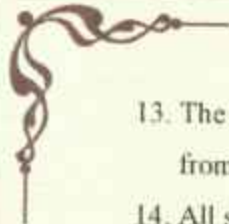
## F. FUNCTION OF CONDUCT SURVEILLANCE COMMITTEE

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.

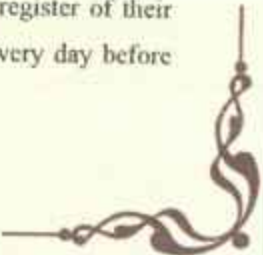


## CODE OF CONDUCT FOR THE STUDENTS

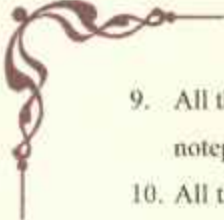
1. Use of Mobiles and Tablets is prohibited during the lectures. In case the students are found using devices in the class, the device will be confiscated and the student can be suspended from the college.
2. **III.** gives prime importance to behavioural aspect of a student personality. It is expected 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 30<sup>th</sup> 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.

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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.)

