

Principal

The chair of the Principal of a college has multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, and inspirer and so on. As the academic and administrative head of the institution, the Principal remains liable to follow certain codes of ethics in his conduct. The Principal is the prime teacher/head to lead the academics. Reaching this pedestal he/she allows a stable and wise form. According to the National Education Policy 1986, it has been accepted that no one can attain the level of a teacher in a society. A Principal is considered to be a senior as he possesses the knowledge and experience and hence has the supreme to all the qualities of a teacher thus he plays the significant crucial role in administration and implementation of various schemes. The overall work management and conducting of all activities in lead colleges, Post Graduate College and Graduate College is done by the Principal. The qualitative achievement and transformation cannot be achieved without the active and sensitive participation of the Principal. Hence it is the Prime responsibility of a Principal to incorporate all the Govt. schemes to enhance quality education in the colleges. These codes of conduct are applicable, in general, for the college teachers as well as for the administrator of any organization. It is expected that the Principals of the Colleges prepare an elaborate work scheme and inform all the professors, students as well as the office staff. This detailed direction letter has been processed regarding the relevant subject. Keeping this in mind a feedback from Professors, students and staffs during different meetings will be useful. Specifics of the salient and significant codes applicable in the conduct of Principal, as perceived and enforced by Govt. New Law College Indore are as under:-

- To train the teachers to handle the students in both the languages English and Hindi as legal education should be given by bilingual as the Madhya Pradesh is Hindi speaking state, the number of student in Hindi are substantial hence

due to non-availability of good textbook in Hindi we our teacher to impart instruction in Hindi as well as in English.

- It is desirable on the part of the teacher to counsel students during their study with them and promote them in strengthening their aptitude. If they decide on academic carrier. Hence the tradition is made that the senior students with academic inclination may be given opportunities for mentorship to junior student in appropriate cases.
- It is the duties of the teacher that they should be trained to update their knowledge and skills through the changing the environment in relation to law and they should acquire the knowledge in their specialized area.
- Teacher has to prepare their plans at the beginning of the semester and share with students and at of the semester to evaluate the course learning outcomes and teacher performance in parent teacher meeting. Which ensure the parents weakness of their wards.
- Throughout the course in LL.B and B.A.LL.B they are devoted for practical training at regular intervals along with the internship which the students take between the semester and by the line the students rich 7th or 8th semester teacher ask their choice of legal practice, mediation, arbitration, judicial service, civil service, academic, research work or other and accordingly teacher trained them.
- We trained the students not only for conventional advocacy skills but also negotiation skills management or necessary for legal service. We make the students to feel the need for the profession to become people oriented so that they can provide their services to women, children, disabled, migrants, elderly people and the deprived sections of the society in this way we make the student socially responsible.
- The object of the college is to ensure that the quality education equal opportunities be accessible to marginalized groups.

- We try to link legal education and the constitutional goals of the social justice. We have set the following goals and objectives we are as under :
 1. legal awareness of the people.
 2. Strengthening responsible citizenship for democratic participation in government.
 3. To promote human rights and rule of law.
 4. Legal research to promote and development.
- To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
- To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution. To institute, nourish and enforce equal treatment to all the stakeholders in the college so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
- To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities. To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated.
- To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution. The Sexual Harassment of Women at Workplace, Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus.
- To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the college and hence to build mutual confidence amongst them.

- To maintain and promote academic activities in the college in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
- To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.

TEACHER

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education must be his / her own ideals. The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility. following the words of the Gurudev Rabindranath Tagore, a teacher who acquires knowledge continuously can offer effective teaching. A lamp would illuminate another lamp only if it keeps it illuminated. A teacher who has reached the periphery of attaining knowledge of his expertise but is unable to correlate this attained knowledge in practical life. Such a teacher can over lead the minds of the students with the theoretical knowledge of the subject but would fail to accelerate their minds.

- Professors should maintain their own individual Time-Table and submit it to the Principal. Principal would allot extra classes, remedial classes to the professors and also allot responsibility of achieving the objectives of quality enhancement to the various committees formed.
- It is important for all the department Heads/Professors/Associate Professors/Assistant Professors to confirm their stay in the college for forty hours per weeks. They should plan to consume their time as per their own

decision after engaging their allotted classes. Many official activities could be carried out.

- It has been often reminded that the future of India is acquiring its shapes in the classes of universities and colleges. Hence the work/role of a teacher is not simple, rather it is a work to create not only a solid creative support but also to kindle a collective awareness that what happen in a laboratory. A teacher is not merely a source of information but rather a ‘performance’ or a ‘self-performer’. Unless a teacher is not acquainted with the subject he cannot be a good performer. To attain perfection continuous practice and deep involvement is important. Hence, if the time spent in the class rooms does not adds to create the future of India, it is high time a matter of self-introspection for the teacher.
- A teacher must impart his duty in such a way that he safeguards his dignity in the society as well as the students may learn significant values of life. The Principal should never have a feeling of discomfort and could avoid any inconvenience. If the Principal has an opinion of appreciation towards the teacher and the work done by the teacher it is an achievement for the teacher.
- The duty of a teacher is to bring qualitative change in a student. Hence a teacher must possesses an aura of a professional authority. Without this ‘Authority’ it is impossible to transform a student. This ‘Authority’ is reflected though a teachers personality, character and knowledge. The word ‘Guru’ & ‘Acharya’ in Indian tradition portrays and sounds synonymous to the word teacher in the present scenario. The common relation of a teacher and a student must be taken forward to the felling of bounding of Guru Shishya Tradition of only then to shraddha offering, knowledge & emotional environment could be established.

Teachers are the lifeline of higher education. The department is continuously striving to fulfill the demands of the Govt. during the quality year. Madhya Pradesh state has never been deficient of excellent teachers. The state is

continuously progressing due to highly innovative, research oriented and prestigious teachers. They are a source of motivation for the other teachers who are staunchly following them with the pace of time. Quality enhancement in Higher Education is due to the large scale participation in International Research Seminars Conferences writing and publication of Research.

Librarian

The most significant place in any academic institution is the library. The Libraries of various colleges of Madhya Pradesh State are excellent. Modern/New Texts and Journals are made available due to Intranet and computerization and the process of updating and cataloguing is possible. The librarians appointed are well trained and skilled. Students as well as teachers are interested to study in the libraries but in many institutions the libraries do not have the proper arrangement (reading room) and environment for study. The upkeep of books is not proper. The process of book purchasing is lapsing time limit and irrelevant purchase of texts is done. Often physical verification and right off is not followed according to the norms. This is a matter of great concern. It is the prime duty of the Librarian to arrange and make available text books related to General knowledge, Biographies of great personalities, collection of literary works on Prose and Poetry of great literary writers & authors, texts of authors in excellence in field of literature and culture, travelogues, texts to enhance literary & language skills in the college library. It is the responsibility of the Principal and the librarian to offer a proper accommodation with proper illumination and peaceful reading room for study. The librarian should make the availability of the subjective texts and may benefit by the reading room. The library and the surrounding should be kept clean, well illuminated arrangement of seating and drinking water should be available.

It is the duty of the librarian to create a reading and motivation space in the library. A class-wise schedule for library hours should be made in the college,

academic time table for the students to issue and return library books and that they do not miss their theory or practical classes.

To enhance current general knowledge of the students a question should be displayed on the library notice board and the next day the correct answer should be flashed. Practice of regular column like 'Quiz of the Day', 'Thought of the Day' 'Weekly Text Books' should be flashed. A list of books on 'Personality Development & Great Personalities' should be flashed on the library notice board.

(A) Professional Values

- The foremost objective of teaching profession is to educate, be concerned and committed to the interests of the students. This attitude should be directed towards the specific needs of each student. A teacher should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.
- He shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.
- He should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.
- His aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
- The teacher should instill a scientific and democratic outlook among his students, making them community oriented, patriotic and broad minded. This is a part of his social responsibility.

Above all a teacher should conform to the ethos of his profession and act in a dignified manner. He should keep in mind that society has entrusted him with their children.

(B) Professional Development and Practices

- It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself in his field and other related ones in order to upgrade himself and the student community. He must also acquaint himself with recent methodologies and other applications.
- A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject. He should involve himself in seminars and workshop. A workshop where there is interchange of academic topics. A career long professional development is therefore a necessity.
- Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.
- The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He should also be participating in extra-curricular activities of the College as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.

(C) Professional Integrity

- Teachers must maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications.
- Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.

- There should be no conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of college teaching.
- The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

(D) Professional Collaboration

- Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner. Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
- Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.
- Teachers should refrain from responding to unnecessary political motivations as this ruin the sanctity and smooth progress of an educational institution.
- Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers. The Institution should hold joint meetings before upholding any decision regarding the College.
- There should have regular interactions with the guardians of the students, as this is necessary for the improvement of the students and the Institution. Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.

CODE OF CONDUCT FOR SUPPORTING STAFF

All the supporting staff should follow the stipulated code of conduct. The College has put forward its code of ethics for the support staff along the following lines.

Professional Conduct

- The support staff should acquaint themselves with the college policies and adhere to them to their best ability. Each of them should perform their assigned duties sincerely and diligently with accountability.
- They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the concerned college authority.
- The supporting staff should not, on any account, undertake any other job within the stipulated office hours. They should not engage in any trade or business within college premises.
- They should not hamper the functioning of the college by engaging themselves in political or anti-secular activities.
- They should not engage in remarks or behavior that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

Workplace Conduct

- They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
- They should also be responsible for the proper use and maintenance of college equipments and furniture.
- No supporting staff should be under the influence of drugs or alcohol during office hours.
- Supporting staff often have access to confidential information regarding examination matters and other matters through official records. It is expected that they respect and maintain the confidentiality of such matters.

- They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- The supporting staff should show no discrimination on basis of gender, caste or religion.

Professional Relationship

- Interactions between supporting staff and students are frequent as for example during counseling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.
- The supporting staff should give due respect to the decisions made by the college authorities. Any matter of contention should be settled amicably and not through antagonistic behaviour, as the progress of an institution depends upon mutual goodwill and trust.
- The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.
- The supporting staff meeting and the guardians of students must understand the fact that their behaviour will be considered to reflect that of the institution. They should thus interact patiently and politely.

CODE OF CONDUCT FOR STUDENTS

The students charter is a Document containing the Rights and duties of the students pursuing Higher Education. It is mandatory for every student who are admitted to abide by the rules & regulation of laid down by the relevant College and University. The rules and regulation are subject to change periodically and these changes are useful. It is the duty of the students to have an updated information of these rules.

- If the students favour's are effected due to lack of these information they shall be fully responsible for the repercussions. The students must comprehend the usefulness of the subject choice before taking admission to subject-course. Generally students are offered admission to the subject course they prefer but in case the seat allotment is occupied to the limitation he/she has to accept the course in the vacant seats of the courses available.
- In no case is the admission fee refundable and would also get the preference of subject change. If the concerned case is too important then the above criteria would be dealt as per norms of the University but the final decision the institution's head (Principal) is acceptable.
- The admission form allotted by the institution is acceptable, no other format will be entertained. Admission will be granted only if the applicant fulfills the eligibility criteria given in the application form the directions laid down by the department of Higher Education to be strictly followed. Only the department of Higher Education possesses the right to elaborate these criteria.
- The admission granted to students in the first semester is purely provisional bases. Only those admission forms will be acceptable which are signed & recommended by the admission committee. The decision of admission committee is final in the process of recommendation in case of (eligibility) dispute of any stage in the process of admission.
- Applicant shall be considered valid only if he/she submits all the required essentials till the due date. The admission shall stand cancelled if the applicant fails to submit the documents within the stipulated time. Hence it is totally the responsibility of the applicant to secure his/her admission within time.
- Only a valid student is admissible to participate in events like-Sports, N.S.S., Student's counselling, Youth Festival etc. Apart from these events, the basis offormation of the students council committee is done on the

discreet of the validity of the student. If any student fails to submit his/her documents and requirements to the college or admission committee in that case the right to grant of validity to that student is safe for consideration rests with the authority (Principal) of the institution.


- Any connection of the students with any political parties shall be considered controversial and strict actions shall be taken against the concerned as per rules.
- It is important for the students to keep in mind that they are pursuing their studies in the college along with self development. Hence if in any case a student is registered / acknowledged to be involved in any anti-social activities he/she will be subject to legal actions.
- The students should always pay attention to the fact that the college/Institution is basically/originally a place for teaching and learning. The college premises should be a place of academic decorum and a place to shape a constructive future and hence perform all their activities and programmes in accordance the students should not in any situation damage the college property.
- It is the responsibility of every student to maintain a harmonious and peaceful environment in the college premises. They must not cause any harm or disrespect to any student in the college and involve in any disputes.
- Ragging is fully prohibited. If any student is reported to be involved in such activities he/she shall be a subject to immediate legal action against the concerned.
- The students of the college are expected to stay away & abstain from any kind of addiction such as chewing of tobacco, tobacco products, smoking or consumption of any other drugs. If any student is reported of consumption or bringing any such items in the periphery will be a subject to immediate legal action against the concerned.

- Every student admitted in the college is provided with an ‘admit card’ and it is compulsory for the student to carry the same every day to the college. If a student fails to follow this instruction and is found without, an admit card during the college hours shall be penalized with fine
- It is compulsory for every student to sit in their relevant class-room and must harmoniously coordinate during the teaching. The student must not cause of indiscipline in the classroom. He/she should not harm the dignity of any teacher or the principal. It is very important for every student to be disciplined and also to motivate other students to be disciplined. If any student is reported to involved in type of indisciplinary activity he/she would be subjected to punishment as per rules and norms & also be penalized with fine or if his crime is certified or acknowledge he/she would be suspended/terminated from the college.
- A student who remains absent from the classes for long duration or is irregular to classes without any intimation would be barred to appear for the relevant examination due to lack of attendance percentage as per the fixed norms.
- If a student fails to submit or attend the scheduled CCE he/she may be announced as a failure candidate.
- Only those students who labour in the harvest season in wheat and soyabean fields should be provided guidance to complete and submit their CCE’s and must be assigned home assignment to compensate their loss due to absence.
- The medium of teaching in colleges is commonly in Hindi. But as per tradition or subject wise format the medium may be English. Similarly the students who submit their assignments for CCE’s or appear for their annual/semester examination are independent to attempt their answer in Hindi or English as per the demand of the relevant subject.
- It is important for all the students to participate in all the literacy & cultural activities. The students who have a potential of creative writing should

submit their composition for the annual magazine and also provide assistance in the editorial work. The teachers should provide guidance to such students conveners. The students also have a significant role in the editing of the Newsletter published in the college.

- Those students who lack the talent of creative writing, should join the ‘Book Reading Club’ in the college library. He/She should be issued a text book on a monthly basis and at the month end the librarian should organize a group discussion or mutual discussion for the students.
- The students should carry and use the ‘Five Coloured Diary’ The teachers may check any student about the diary from time to time to know how the student is maintaining it.
- The semester pattern and the continuous comprehensive evaluation is a process to quality enhancement. It demands continuous study and practice from the students. The students should maintain and collect the notes and other materials related to the relevant subjects. The students are expected to be aware of and prepared for ‘Surprise Test’ of the subjective teacher as it is criteria in the CCE pattern.
- It is compulsory for the students to attend the ‘Zero’ and ‘Bridge’ classes conducted during the commencement of academic session. The students should benefit from all the schemes of the government and to accomplish overall personality development.
- As per requirement the students can meet the Principal in person and submit, their suggestion. There is a provision of ‘Suggestion Box’ near the Principal’s chamber. The students can drop their written suggestions in the relevant box to seek solutions of their problems.
- The students should place their trust on the teachers and the Principal of the college that they will safe guard their rights and will in no way do injustice to any students. There is a provision for the perusal of CCE marks of the students after the fulfilment of the required fee.

- The students should avail the provisions and facilities provided in the college and should also provide a regular feedback regarding the upkeep & maintenance of these facilities.
- The students should cooperate in achieving the objectives of the college and should actively participate in all the relevant activities of the same.
- The objective of Higher Education is not just learning but is considered as a continuous process to life long learning. Hence students should acquire the value of commitment and eligibility to upkeep the process of life-long learning. All the students should comprehend / gain the knowledge of teaching and learning schemes and to benefit themselves by this system.
- The students should portray themselves in a manner so that the college feels priced of them as the students. The students should stay connected to their institution as former (pass-out) students (Alumini) to bring pride to the institution.


प्राचार्य
शासकीय मकीन विधि महाविद्यालय
इन्दौर