



INNOVATIVE INSTITUTE OF LAW

Approved by Bar Council of India (BCI), Delhi & Affiliated To CCS University, Meerut, U. P.

6. CODE OF CONDUCT:

I. Attendance:

Duty schedule for the different cadres of employees: -

(a) Teaching Staff - 9:30 am to 5:15 pm

(b) Non- Teaching Staff - 9:30 am to 5:30 pm

(c) Late Arrival up to 15 Minutes (i.e. up to 9:45 am) is permissible due to circumstances beyond the reasonable control of the employee. (Only 2 times in a month)

(d) Half-day leave will be marked in case of arrival beyond 9.45 am.

All the Staff members are required to mark their attendance in the Front Office on arrival as well as while departing; otherwise, it will be treated as leave.

- All employees shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in official dealing unless otherwise specifically provided in the appointment order.
- An employee is a whole-time employee of the Institute and shall not engage directly or indirectly in any trade, business, or work of whatever nature.
- All employees shall be required to be present at the place of work during the scheduled working hours except in cases where he/she is allowed leave of absence by the competent authority for good and sufficient reasons.
- All employees shall perform duties assigned by a competent authority even beyond the scheduled working hours and on Holidays and Sundays if the exigencies of work so demand. The employees shall leave the station of posting with prior approval of the competent authority only during leave, holidays, or vacation.

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- No employees shall be under the influence of liquor or drugs during working hours
- No employee shall take part or be associated with any political party or organization that subscribes to or assists any movement that tends directly or indirectly to be subversive to the Institute and the Government established by law.
- No employee shall engage or participate in any demonstration or resort to or in any way abet any strike, which is prejudicial to the interest or integrity or security of the Institute, State, public order, decency or which involves contempt of court or impinges adversely to the Institute.
- No employee shall, in any broadcast or communication to the press or in public utterances, make any statement that may amount to adverse or unfair criticism of the decision, policy, or action of a superior functionary of the Institute or in any way prejudicial to the interest of the institute.
- No employee shall, except with prior approval of the competent authority, engage himself or herself directly or indirectly in any trade or business or undertake any employment including private coaching, provided that an employee may undertake honorary work of a charitable nature or occasional work of literary, artistic, or scientific nature that does not interfere or adversely affect his official duties. Provided further that he shall discontinue such work forthwith if directed to do so by the competent authority.
- No employee shall lend or borrow money to any person having or likely to have official dealing with him.

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FUNCTIONAL RESPONSIBILITIES OF FACULTY

Each Department is headed by a coordinator. Each class is managed by a class in charge. There are specific duties of a faculty, a class in charge, and a coordinator which are as follows:

Faculty members' Duties:

- Formation of POs/PSOs/ COs according to the prescribed guidelines.
- Maintain properly course files placing all relevant documents as per the instructions and guidelines of the director,
- Preparation of sessional examinations.
- Question papers in line with Bloom's Taxonomy.
- Keeping updated syllabus and examination question papers of the Institute since the inception of relevant subject.
- Preparation of lesson plan for the subject. It will consist of class tests, quizzes, assignments, presentations, webinars, industrial visits, guest lectures solving the Institute examination papers and assignments, etc. It shall be submitted to the class in charge.
- Keeping a record of the attendance of students.
- Regularly giving assignments/projects to students.
- Solving subject-related problems of the students.
- Ensuring course completion on time and as per lesson plan.
- Identification of weak students and providing them with suitable help including extra classes.

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- Sharp students in the class are also to be identified so that they are prepared for ranks in the Institute.
- Presentations of paper(s) in seminars/conferences.
- To motivate students for punctuality.
- To ensure student's participation in co-curricular and extra-curricular activities for the overall development of student's personality.

Class in charge Duties

- Keeping syllabi of his class and the Institute examination papers of all subjects since inception.
- To collect lecture plans of all teachers and see that the teaching is as per plan.
- Compiling records of attendance of all the students of the class in all subjects.
- Verification of marks obtained by students in assignments and projects submitted by them.
- Taking care of all academic issues of students.
- Meeting CRs and DCs for class updates every week.
- Ensuring completion of course on time and as per plan.
- Obtaining the list of weak students and arrangement of extra classes for them.
- Motivating students for paper presentations in seminars.

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Head of Department

- Material Possession:
- Syllabi of all related subjects
- Time Table of all classes
- Preparation of the Academic Calendar and Event Calendar under the advice of the director by the university norms.
- Supervised of overall teaching and learning process and prepared various reports for academic and administrative decisions.
- Attendance records of all classes.
- Question papers of the Institute since its inception.
- Preparing a list of books, and consumables (paper, pen, ink, marker, duster, lab material, computer fixtures, or any other thing) required in the coming semester. It shall be passed on to the Directors at least 4 weeks in advance of the commencement of the semester. Nonconsumables required may also be listed for onward transmission.

HOD Assignments

- Subjects allocation with the approval of the Directors.
- Scheduling of the Time Table.
- Approving substitution for classes when the subject teacher goes on leave.

Tasks:

- Planning and coordinating the course.
- Monitoring the progress of completion of syllabi as per the lecture plan submitted by the teacher concerned

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- Weekly meetings with faculty members of the department.
- Fortnightly meetings with faculty members of the department.
- Monthly meetings with C.R. and D.C. of the Department.
- Monthly meetings with students to solve their problems.
- Monthly evaluation of weak students about their assignments, unit tests, and class tests, etc.
- To conduct Mid-term exams per semester.
- Random verification of marks/grades obtained in assignments and projects given to students.
- Motivating faculty members for research and paper presentations in seminars/conferences

Additional Duties

- Recommending leave applications of faculty members.
- Arranging monthly Guest Lectures from academics and industry.
- Organizing national and international seminars in the department.
- Any other task which the management shall deem necessary.


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Code of Conduct for Students:

As a student, it is important to maintain a certain level of decorum and professionalism in all aspects of academic life. A code of conduct helps to ensure that everyone can have a positive and safe learning environment. Here is a Code of Conduct for students:

- 1. Respect:** Students should show respect to their classmates, Faculty Members, and staff members. This includes being courteous in all interactions, avoiding language or behavior that may be offensive and refraining from any form of harassment, bullying, or discrimination.
- 2. Punctuality:** Students should be punctual in the classrooms and emerge properly in the classroom teaching and learning process for their benefit.
- 3. Self-discipline:** Students must not engage in any kind of ragging activities on or outside of the campus. Students should not act in any kind of activities that are against the code of ethics and contrary to the discipline.
- 4. Academic Responsibilities:** Students should complete their all assignments, labs, and other academic responsibilities properly as per the instructions of the faculty members.
- 5. Participation in extra and co-curricular Activities:** Students should take part in all extra and co-curricular activities which are held on the campus or off campus.
- 6. Mentorship and Mentee Programme:** Students should avail the benefits of the mentorship program and avail of opportunities from its benefits for their career progression.
- 7. Responsibility:** Students should take responsibility for their actions and be



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accountable for their academic performance. This includes attending classes regularly, being on time, completing assignments on time, and adhering to academic and administrative policies.

8. Honesty: Students should maintain a high level of honesty and integrity in all academic pursuits. This includes avoiding plagiarism, cheating, or any other form of academic dishonesty.

9. Professionalism: Students should professionally conduct themselves both inside and outside the classroom. This includes dressing appropriately for the learning environment, using appropriate language, and refraining from any behavior that may disrupt the learning environment.

10. Safety: Students should ensure the safety of themselves and others by adhering to all safety guidelines and policies. This includes following safety procedures, reporting any incidents or concerns, and avoiding any behavior that may put themselves or others at risk.

11. Diversity: Students should embrace and celebrate diversity in all its forms, including cultural, ethnic, and social differences. This includes being open-minded, respectful, and tolerant of different perspectives and beliefs.

12. Compliance: Students should comply with all academic and administrative policies, rules, and regulations. This includes adhering to attendance policies, completing all required forms and paperwork, and following all guidelines related to academic conduct.

By following this code of Conduct, students can help in creating a positive and safe learning environment for everyone.

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Code of Conduct between Faculty and Students:

The college always strives to inculcate a sense of decency and modesty between teaching faculty members and the students' fraternity. It is observed that faculty members remember some of the students for life long and in reciprocity students also treat them as their true mentors in every walks of their professional and personal lives. These traits rest on the following characteristics:

- 1. Respect:** Faculty Members must treat students with respect, dignity, and kindness, and expect the same in return. Students must treat Faculty Members and classmates with respect and follow college rules and policies.
- 2. Communication:** Faculty Members must communicate clearly and honestly with students and encourage open communication. Students should feel comfortable asking questions and seeking clarification when needed.
- 3. Safety:** Faculty Members are responsible for creating a safe and inclusive learning environment for all students. Students must also take responsibility for their safety and the safety of others by following safety protocols.
- 4. Professionalism:** Faculty Members must maintain professional boundaries with students and avoid any behavior that could be perceived as inappropriate or discriminatory. Students must also avoid any behavior that could be harmful to themselves or others.
- 5. Fairness:** Faculty Members must be fair and consistent in their treatment of all students, regardless of their personal opinions or biases. Students must also treat each other fairly and avoid bullying or discrimination.
- 6. Privacy:** Faculty Members must respect the privacy of their students and keep



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confidential information private. Students must also respect the privacy of others and avoid sharing personal information without their consent.

7. Academic Integrity: Faculty Members must promote academic integrity and discourage cheating and plagiarism. Students must also uphold academic integrity by completing their work and avoiding any form of academic dishonesty.

8. Timeliness: Faculty Members must be punctual and respectful of students' time by starting and ending classes on time. Students must also be punctual and attend classes regularly

9. Accountability: Faculty Members must take responsibility for their actions and decisions, and be willing to accept constructive feedback. Students must also take responsibility for their behavior and academic performance, and be willing to accept feedback and work toward improvement

10. Continuous Learning: Faculty Members must strive to continuously improve their teaching skills and knowledge, and encourage students to be lifelong learners. Students must also take responsibility for their learning and actively seek opportunities for growth and improvement.


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