

A.M.P. Law College, Rajkot

Code of Conduct

1. Preamble

A.M.P. Law College, Rajkot is committed to fostering academic excellence, professional ethics, and constitutional values in legal education. This Code of Conduct is framed to ensure discipline, integrity, and accountability among all stakeholders, in alignment with NAAC quality benchmarks and legal education standards.

2. Objectives

- To promote ethical behaviour and professionalism in legal education
- To ensure a safe, inclusive, and disciplined campus environment
- To inculcate respect for the Constitution of India and the rule of law
- To establish transparent governance and accountability mechanisms

3. Scope

This Code applies to:

- All students
- Teaching staff
- Non-teaching and administrative staff / Outsourced Staff

4. Core Institutional Values

All stakeholders shall uphold:

- Integrity and honesty
- Equality and non-discrimination
- Respect for diversity and gender sensitivity
- Commitment to justice and social responsibility

5. Code of Conduct for Students

5.1 Academic Integrity

- Students shall refrain from plagiarism, cheating, or any unfair practices.
- Proper citation and acknowledgement of sources is mandatory.

5.2 Discipline and Conduct

- Students shall adhere strictly to the academic calendar and institutional rules.
- Maintain decorum in classrooms, moot courts, and on campus.
- Engagement in anti-institutional, antisocial, unlawful, or disruptive activities is strictly prohibited.
- Students shall treat all members of the institution with dignity, respect, and inclusivity.

5.3 Campus Regulations

- **Care of Property:** Students shall safeguard institutional property. Damage due to negligence or misconduct shall attract penalties or legal actions.
- **Waste Management:** Students shall use designated waste disposal facilities and maintain cleanliness.
- **Parking:** Vehicles must be parked only in designated areas.
- **Guest Protocol:** No external individual shall address students without prior written permission.
- **Unauthorised Entry:** Entry of outsiders without permission is prohibited.

5.4 Professional Ethics

- Students shall maintain confidentiality during internships and legal aid activities.
- Ethical conduct shall be consistent with the Advocates Act 1961.

5.5 Gender Sensitivity and Anti-Ragging

- Ragging in any form is strictly prohibited, in accordance with University Grants Commission regulations.
- Harassment, discrimination, or misconduct of any kind shall not be tolerated.
- Violations shall attract strict action as per directives of the Supreme Court of India.

5.6 Attendance and Academic Responsibility

- A minimum of 75% attendance is mandatory.
- Students shall actively participate in academic and co-curricular activities.
- All assignments, practical work, and academic requirements must be completed as prescribed.
- Medical leave must be supported by valid documentation.

5.7 Identity Card

- Carrying the identity card on campus is mandatory.
- Misuse of identity cards is strictly prohibited.

5.8 Dress Code

Students shall wear formal attire (white shirt and black trousers) to maintain professionalism and discipline.

5.9 Mobile Phone Usage

Mobile phones must remain switched off during classes, in the library, and during academic activities. Use during examinations is strictly prohibited.

5.10 Examination Conduct

- Students shall adhere to all examination rules.
- Use of unfair means is strictly prohibited.

5.11 Substance Abuse

Use or possession of prohibited substances within the campus is strictly forbidden and shall invite strict disciplinary action.

6. Code of Conduct for Teaching Staff

6.1 Professional Responsibilities

- Ensure timely completion of the syllabus and effective teaching.
- Maintain academic discipline and high standards of instruction.
- Adhere to prescribed workload norms.

6.2 Academic Planning and Delivery

- Prepare lesson plans and course files with appropriate approval.
- Utilise ICT tools to enhance teaching and learning.
- Encourage critical thinking, participation, and student engagement.
- Provide additional support to slow learners.

6.3 Assessment and Evaluation

- Conduct continuous and transparent assessment.
- Maintain accurate academic records.
- Avoid any unethical practices.

6.4 Mentorship and Professional Development

- Guide students in academic, professional, and ethical matters.
- Promote participation in moot courts, ADR, and legal aid activities.
- Participate in seminars, workshops, and research activities.
- Publish research in reputed journals and submit self-appraisal reports.

7. Code of Conduct for Non-Teaching and Support Staff

7.1 General Conduct

- Maintain professionalism, efficiency, and integrity.
- Ensure confidentiality of institutional data.
- Support smooth administrative and academic functioning.

7.2 Role-Specific Responsibilities

- **Librarian:** Ensure efficient management and accessibility of library resources.
- **Administrative Staff:** Maintain accurate records and confidentiality.
- **Technical Staff:** Provide support for ICT and laboratory operations.
- **Support Staff:** Maintain cleanliness and operational discipline.
- **Security Personnel:** Ensure campus safety and regulated access.

8. Institutional Committees and Compliance

The following bodies shall ensure adherence to the Code:

- Internal Complaints Committee (ICC)
- Anti-Ragging Committee
- Grievance Redressal Cell
- Legal Aid Committee

9. Implementation Mechanism

9.1 Dissemination

- The Code shall be published on the institutional website and included in official handbooks.
- It shall be communicated during induction and orientation programmes.

9.2 Undertaking and Compliance

- All students and staff shall submit a signed declaration of adherence annually.
- Compliance shall be mandatory for continuation in the institution.

9.3 Monitoring Authority

- The Principal shall act as the chief authority for enforcement.
- Heads of Departments and committee coordinators shall monitor compliance.
- Reports shall be submitted to the Internal Quality Assurance Cell.

9.4 Awareness Programmes

- Regular workshops shall be conducted on ethics, gender sensitisation, and professional conduct.
- Legal literacy and value-based education initiatives shall be promoted.

10. Grievance Redressal Mechanism

- Complaints may be submitted to the respective committees.
- All grievances shall be addressed in a fair, transparent, and time-bound manner.
- Proper documentation of complaints and actions taken shall be maintained.

11. Disciplinary Actions

Violation of the Code may result in:

- Warning or reprimand
- Suspension
- Expulsion or termination in severe cases

All actions shall follow the principles of natural justice.

12. Environmental and Social Responsibility

- Promote sustainable practices on campus.
- Encourage participation in legal aid camps and community service.
- Foster commitment to social justice and community engagement.

13. Monitoring, Review, and Documentation

- The Code shall be reviewed annually by the Internal Quality Assurance Cell.
- Feedback from stakeholders shall be incorporated.
- Records of compliance, disciplinary actions, and awareness programmes shall be maintained for NAAC assessment.

14. Declaration

All stakeholders of A.M.P. Law College, Rajkot are required to adhere to this Code of Conduct and uphold the dignity and values of the institution.