



Thakur Educational Trusts (Regd.)

**THAKUR RAMNARAYAN
COLLEGE OF LAW**

Thakur Ramnarayan Educational Campus,
S.V. Road, Dahisar (East), Mumbai - 400 068

Tel.: 022 - 2828 1200 • Fax : 022 - 2828 1300

E-mail : admin@trcl.org.in • Website : www.trcl.org.in



Criterion 7 – Institutional Values and Best Practices

Key Indicator- 7.1 Institutional Values and Social Responsibilities

QnM 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.

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Sr. No.	Particulars	Page No.
1.	The Institutional Code of Conduct Principles are Displayed on the Website a. Sections on Code of Conduct Principles by competent authority b. Code of Conduct displayed on Website	02-07
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Principal
Thakur Ramnarayan College of Law
S.V. Road, Dahisar(E), Mumbai-400068





The Institutional Code of Conduct Principles are Displayed on the Website


a. Sections on Code of Conduct Principles

		Thakur Ramnarayan College of Law Procedure Manual (PM) Part V Annexure		Doc. Ref. -	TRCL/QMS/PM/02
				Issue No. -	01
				Issue Date -	01/10/2018
Section	Page	Title	Revision	Rev. Date	
01	Page 1 of 4	Code of Conduct (Faculty/Staff)	A	01/10/2018	

01 Code of Conduct (Faculty)

- 1) Support the Institute in maintaining conducive teaching learning and work environment through a high level of integrity, discipline, and a proactive work culture.
- 2) Follow the norms and standards of the Institute in order to meet the various short and long-term goals and the quality objectives.
- 3) Follow ISO guidelines for contributing to various Institutional and Management processes and also help in bringing amendments to further improve the processes.
- 4) Monitor the progress of students in academics through continuous evaluation.
- 5) Align activities and performances at all levels to meet the requirement of various institutional objectives and Mission, Vision and Value.
- 6) Evaluate self at every stage of action to minimize risks and ensure students'/ stakeholders' satisfaction.
- 7) Provide honest feedback and statistical data to bring in positive changes in the work system and help to improve its efficiency and effectiveness.
- 8) Avoid availing leave during the semester. In case of emergency, ensure proper load arrangement for smooth academic conduct.
- 9) Support the Institute for procuring equipment and materials in time to avoid academic loss and to enhance facilities in laboratories.
- 10) Support the Institute in maintaining furniture, fixtures, ICT infrastructure etc. in order to minimize maintenance cost and damages.
- 11) Ensure proper maintenance and repair of equipment, hardware and software through supporting steps such as routine maintenance, preventive measures, etc.
- 12) Follow proper formal dress code in order to inculcate appropriate dress code culture among students.
- 13) Support teamwork with proper communication and coordination. Adhere to timeline / deadline and compliance as per the academic calendar and instructions of HOD/ Principal from time to time.
- 14) Show commitment and sense of responsibility towards all the assigned duties and responsibilities and help the Institute in knowledge creation and management.
- 15) Honor Notice/Circular/Office Order and any other communication by acknowledging and signing and following the instructions.
- 16) Complete Faculty Handbook on a regular basis with commitment and as per the guidelines to bring work uniformity and accountability in the conduct of academics.
- 17) Participate actively in departmental and institutional programs to ensure their successful conduct and help to increase the brand value of the Institute.
- 18) Encourage and share best practices and innovations at all levels to set new standards and a benchmark for the Institute.
- 19) Ensure proper and timely submission of all the documents, reports, data etc. required for statutory, regulatory, affiliating, accrediting, certification, rating and ranking agencies.
- 20) Use infrastructural facilities properly and maintain cleanliness for a conducive work environment.
- 21) Do not divulge confidential and negative information about the Institute and avoid gossip and false propaganda.
- 22) Be vigilant so that no unhealthy/unethical/unlawful/derogatory practice takes place at the Institute.

Issued By: Director 	Approved By: Secretary 
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
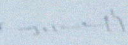
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	Thakur Ramnarayan College of Law		Doc. Ref. :- TRCL/QMS/PM/02	
	Procedure Manual (PM)		Issue No. :- 01	
	Part V Annexure		Issue Date :- 01/10/2018	
Section	Page	Title	Revision	Rev. Date
01	Page 2 of 4	Code of Conduct (Faculty/Staff)	A	01/10/2018

- 23) Be cordial to parents/visitors etc. who visit the Institute and direct them to meet proper authority for getting information or documents from the Institute.
- 24) Keep yourself updated with emergency preparedness and ensure compliance during crises like fire, flood, electrical shock etc.

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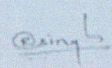
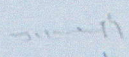


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01	Page 3 of 4	Code of Conduct (Faculty/Staff)	A	01/10/2018

Code of Conduct for (Staff)

- 1) Support the Institute by carrying out the day-to-day functioning of the office/section effectively with high integrity, discipline and a proactive work culture.
- 2) Follow the norms and standards of the Institute in order to meet the various short and long-term goals and the quality objectives.
- 3) Follow ISO guidelines for contributing to various Institutional and Management processes and also help in bringing amendments to further improve the processes.
- 4) Be aware of the latest notifications, advancements and developments in the respective domain for further growth of the institute.
- 5) Provide information to students, parents and visitors regarding courses being conducted, admission/examination rules and other allied matters.
- 6) Align activities and performances at all levels to meet the requirement of various institutional objectives and Mission, Vision and Value.
- 7) Evaluate self at every stage of action to minimize risks and ensure management's/students'/stakeholders' satisfaction.
- 8) Provide honest feedback and statistical data to bring in positive changes in the work system and help to improve its efficiency and effectiveness.
- 9) Avoid availing leave when there is important work related to the respective department/section. In case of emergency, ensure proper load arrangement.
- 10) Support the Institute for procuring equipment and materials in time to avoid academic loss and to enhance facilities in laboratories.
- 11) Support the Institute in maintaining furniture, fixtures, ICT infrastructure etc. in order to minimize maintenance cost and damages.
- 12) Ensure proper maintenance and repair of equipment, hardware and software through supporting steps such as routine maintenance, preventive measures, etc.
- 13) Follow proper formal dress code in order to inculcate appropriate dress code culture among students.
- 14) Support teamwork with proper communication and coordination. Adhere to timeline/ deadline/various compliance and instructions given by Section In- charge/Principal from time to time.
- 15) Show commitment and sense of responsibility towards all the assigned duties and responsibilities and help the Institute in knowledge creation and management.
- 16) Honor Notice/Circular/Office Order and any other communication by acknowledging and signing and following the instructions.
- 17) Complete all documentation on a regular basis with commitment and as per the guidelines to bring work uniformity and accountability in the work culture.
- 18) Participate actively in department, section and institutional programmes to ensure their successful conduct and help to increase the brand value of the Institute.
- 19) Encourage and share best practices and innovations at all levels to set new standards and benchmark for the Institute.
- 20) Ensure proper and timely submission of all documents, reports, data etc. required for statutory, regulatory, affiliating, accrediting, certification, rating and ranking agencies.
- 21) Use infrastructural facilities properly and maintain cleanliness for a conducive work environment.

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
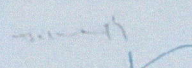
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	Procedure Manual (PM)		Issue No. :-	01
	Part V Annexure		Issue Date :-	01/10/2018
Section	Page	Title	Revision	Rev. Date
01	Page 4 of 4	Code of Conduct (Faculty/Staff)	A	01/10/2018

- 22) Do not divulge confidential and negative information about the Institute and avoid gossip and false propaganda.
- 23) Be vigilant so that no unhealthy/unethical/unlawful/derogatory practice takes place at the Institute.
- 24) Be cordial to parents/visitors etc. who visit the Institute and direct them to meet proper authority for getting information or documents from the Institute.
- 25) Keep yourself updated with emergency preparedness and ensure compliance during crises like fire, flood, electrical shock etc.

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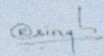


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		Thakur Ramnarayan College of Law Procedure Manual (PM) Part V Annexure		Doc. Ref. :-	TRCL/QMS/PM/02
				Issue No. :-	01
				Issue Date :-	01/10/2018
Section	Page	Title	Revision	Rev. Date	
02	Page 1 of 1	Code of Conduct (Students)	A	01/10/2018	

02 Code of Conduct (Students)

- 1) Report to college on time.
- 2) Wear ID-card compulsorily on the college campus.
- 3) Maintain discipline/proper decorum within Institute/class room/laboratories/library etc.
- 4) Follow the rules, regulations and instructions of the Institute for all curricular, co-curricular and extra-curricular activities.
- 5) Follow ISO guidelines relevant to students for various academic and administrative processes.
- 6) Align and take part in activities of the Institute to achieve objectives and Mission, Vision and Values
- 7) Be regular and punctual for theory and practical.
- 8) Complete all Assignments/Journal writing/Practical as per schedule.
- 9) Comply with all important dates provided by examination section without fail.
- 10) Adhere to timeline/deadline and compliance with instructions given for students.
- 11) Provide honest feedback to facilitate positive changes in the teaching/training system and help to improve its efficiency and effectiveness.
- 12) Support the Institute in maintaining furniture, fixtures, ICT infrastructure etc. in order to minimize damages.
- 13) Ensure proper use of equipment, hardware and software by handling them with care for a conducive work environment.
- 14) Follow proper formal dress code.
- 15) Participate in departmental and institutional activities/programs individually and in groups to enhance your learning and also to ensure their successful conduct and help to increase the brand value of the Institute.
- 16) Encourage and share best practices and innovations at all levels to set new standards and benchmark for the Institute.
- 17) Avoid gossips and false propaganda.
- 18) Do not consume alcohol, tobacco, drugs, or smoke cigarettes these bad habits are injurious to health and hamper the progress and growth of individual particularly in academics.
- 19) Be vigilant so that no unhealthy/unethical/unlawful/derogatory practice takes place at the Institute.
- 20) Ragging is prohibited under the Maharashtra State Act of 1999 within or outside of educational premises and any act by the participant is punishable.
- 21) Learn and follow the drills during an emergency/accident like fire, flood, electrical shocks etc.
- 22) Read notice board and visit college website regularly for latest updates and information.
- 23) Do not use cell phones within the academic boundaries.
- 24) Be in regular touch with the mentor-faculty and bring to her/his notice any problems and to furnish information/material for Teacher Guardian Handbook.

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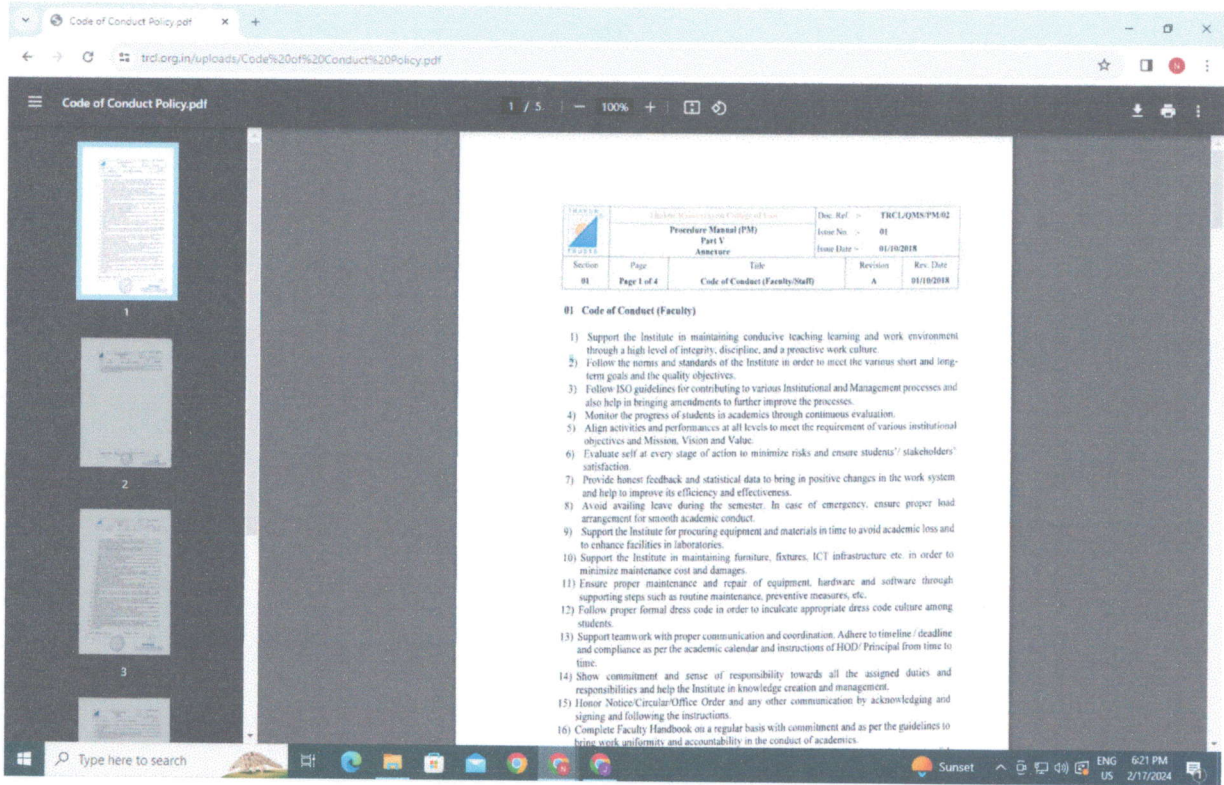


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b. Code of Conduct Displayed on Website



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Institution organizes Professional Ethics Programmes for
students, teachers, administrators and other staff

a. Orientation Programme for Students (Notice)

THAKUR RAMNARAYAN COLLEGE OF LAW

Notice No.: TRCL/ 128 /2022-23

Date: 12/12/2022

ORIENTATION PROGRAMME

F.Y.B.L.S. SEMESTER – I (2022-23)

The students of First Year B.L.S. are hereby informed that an orientation programme will be conducted on 13th December 2022 (Tuesday) at 11:00 A.M. in Library Hall, 1st Floor, Thakur Ramnarayan Public School.

Note: No lectures will be held tomorrow.

Dr. A. K. Singh
Principal

Principal
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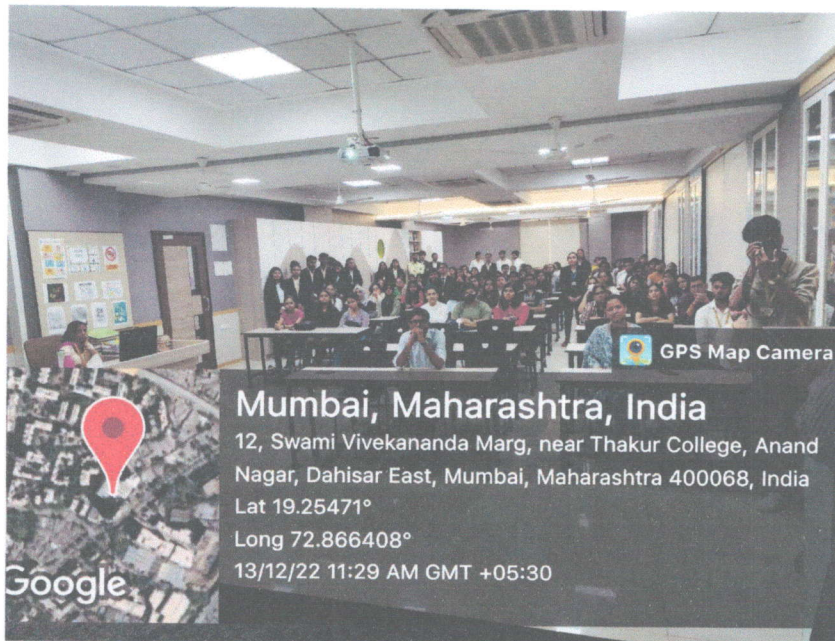
DOD: 12.12.2022

DOR: 14.12.2022

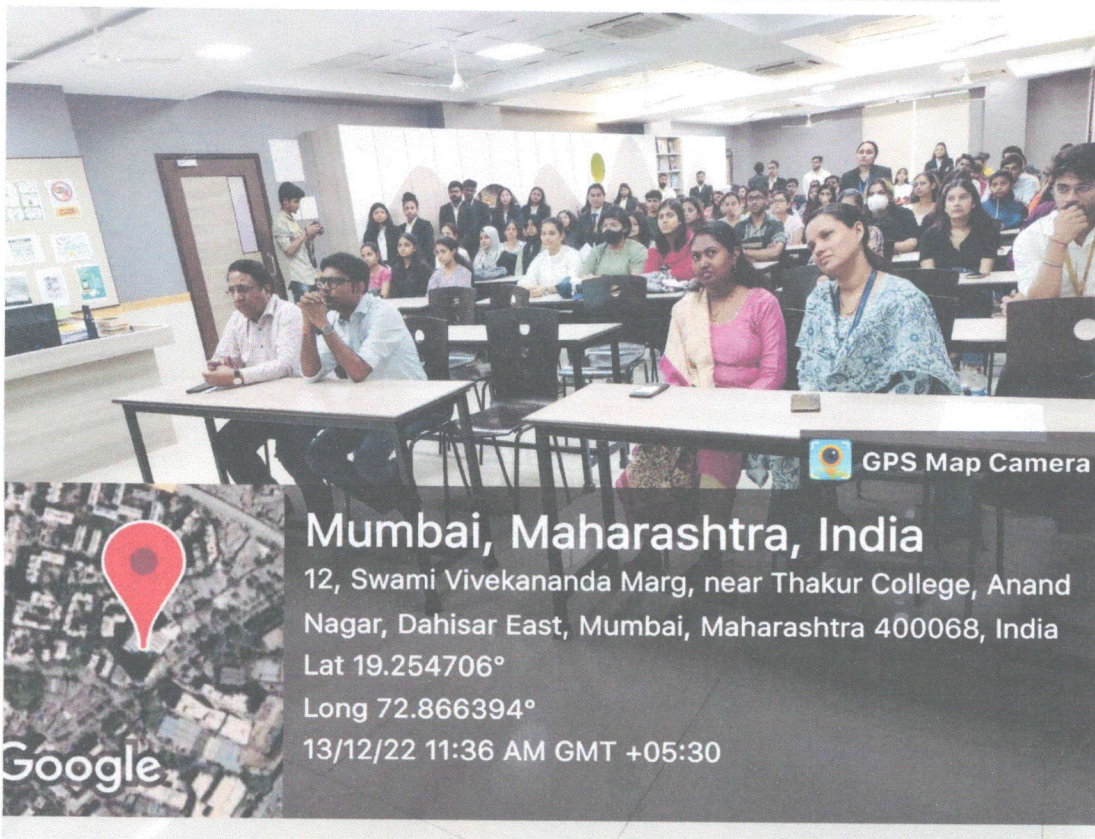




b. Orientation Programme for Students (Photo)




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
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
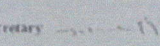
c. Code of Conduct Principles for Students displayed on the Notice Board


Procedure Manual (PM)		Doc. Ref. : TRCL/CM/PM/02
Part V		Issue No. : 01
Annexure		Issue Date : 01/10/2018
Section 02	Page Page 1 of 1	Title Code of Conduct (Students)
		Revision A
		Rev. Date 01/10/2018

02 Code of Conduct (Students)


- 1) Report to college on time.
- 2) Wear ID-card compulsorily on the college campus.
- 3) Maintain discipline proper decorum within Institute/class room/laboratories/library etc.
- 4) Follow the rules, regulations and instructions of the Institute for all curricular, co-curricular and extra-curricular activities.
- 5) Follow ISO guidelines relevant to students for various academic and administrative processes.
- 6) Align and take part in activities of the Institute to achieve objectives and Mission, Vision and Values.
- 7) Be regular and punctual for theory and practical.
- 8) Complete all Assignments/Journal writing/Practical as per schedule.
- 9) Comply with all important dates provided by examination section without fail.
- 10) Adhere to timeline/deadline and compliance with instructions given for students.
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- 12) Support the Institute in maintaining furniture, fixtures, ICT infrastructure etc. in order to minimize damages.
- 13) Ensure proper use of equipment, hardware and software by handling them with care for a conducive work environment.
- 14) Follow proper formal dress code.
- 15) Participate in departmental and institutional activities/programs individually and in groups to enhance your learning and also to ensure their successful conduct and help to increase the brand value of the Institute.
- 16) Encourage and share best practices and innovations at all levels to set new standards and benchmark for the Institute.
- 17) Avoid gossips and false propaganda.
- 18) Do not consume alcohol, tobacco, drugs, or smoke cigarettes these bad habits are injurious to health and hamper the progress and growth of individual particularly in academics.
- 19) Be vigilant so that no unhealthy/unethical/unlawful/derogatory practice takes place at the Institute.
- 20) Ragging is prohibited under the Maharashtra State Act of 1999 within or outside of educational premises and any act by the participant is punishable.
- 21) Learn and follow the drills during an emergency/accident like fire, flood, electrical shocks etc.
- 22) Read notice board and visit college website regularly for latest updates and information.
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- 24) Be in regular touch with the mentor/faculty and bring to her/his notice any problems and to furnish information/material for Teacher Guardian Handbook.


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 Dahisar East, Mumbai, Maharashtra 400068, India
 Lat 19.254615°
 Long 72.866161°
 21/10/23 11:10 AM GMT +05:30





d. Compliance of Code of Conduct Principles for teachers and other staff as informed in Induction Training Programme by Head of the Institution

TRCL/MP/04/ERM/01

Revision: A

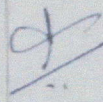
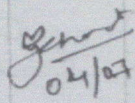
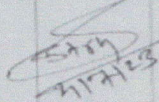
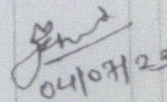
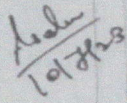
Induction Training Programme

1. Name of Faculty/Staff **ISHRAT PIRANI**

2. Designation **ASSISTANT PROFESSOR** 3. Department/Section **LAW**

4. Date of Joining **01.07.2023**

5. Program Contents

Sr. No.	Meeting With	Date	Time		Training Guidelines	Signature
			From	To		
1	Principal				Introduction about College a) About QMS at Institute Level b) Reporting c) Hierarchy d) No. of Students e) No. of Staff f) Important Facilities g) College Achievements h) Key Initiatives i) Professional Body Activities j) Others (if any)	
2	Chairperson, Examination Committee	04/07/23	11:30	1:00	Introduction about Examinations Process a) Board/University Examinations b) Term Tests c) Board/University Guidelines about Examinations	 04/07/23
3	Librarian	04/07/23	10:30	11:00	Introduction about Library Process a) Rules and Regular Facilities d) Book Facilities for Faculty/Staff c) Book Scheme for Faculty	 04/07/23
4	TPE	04/07/23	1:00	1:30	Introduction about Placement and Higher Education Process a) Training Activities b) Placement Activities c) Training and Placement Statistics d) Others (if any)	 04/07/23
5	Administrative Officer	04/07/23	1:30	2:05	Introduction about Admission, General Administration and Service Conditions a) Day to Day Administration b) Service Rules c) Leave Rules d) Various Institutional Facilities e) Others (if any)	 04/07/23



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6	Accountant	10/14/2023	2.15 2.20	Introduction about Purchase and Accounts Process a) Opening of Savings Accounts b) Salary and Deduction c) Others (if any)	
I have read Quality and Procedure Manual and have understood its contents.					
Date: 15.07.2023				 Signature of Faculty Staff	
 Signature of Administrative Officer					
Date:					
 Signature of Principal					
Date:					
Note: i) SI shall give introduction for minimum fifteen minutes to half an hour to the newly joined faculty/staff in their section. Training shall be as per the stated training guidelines. ii) Induction Training should be completed within 15 days and the same should be submitted in Administrative office.					



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e. Handbook for Teachers and Staff



Thakur Educational Trusts (Regd.)
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INDUCTION: HANDBOOK FOR FACULTY

CODE OF CONDUCT

- 1) Support the Institute in maintaining conducive teaching learning and work environment through a high level of integrity, discipline, and a proactive work culture.
- 2) Follow the norms and standards of the Institute in order to meet the various short and long-term goals and the quality objectives.
- 3) Follow ISO guidelines for contributing to various Institutional and Management processes and also help in bringing amendments to further improve the processes.
- 4) Monitor the progress of students in academics through continuous evaluation.
- 5) Align activities and performances at all levels to meet the requirement of various institutional objectives and Mission, Vision and Value.
- 6) Evaluate self at every stage of action to minimize risks and ensure students'/ stakeholders' satisfaction.
- 7) Provide honest feedback and statistical data to bring in positive changes in the work system and help to improve its efficiency and effectiveness.
- 8) Avoid availing leave during the semester. In case of emergency, ensure proper load arrangement for smooth academic conduct.
- 9) Support the Institute for procuring equipment and materials in time to avoid academic loss and to enhance facilities in laboratories.
- 10) Support the Institute in maintaining furniture, fixtures, ICT infrastructure etc, in order to minimize maintenance cost and damages.
- 11) Ensure proper maintenance and repair of equipment, hardware and software through supporting steps such as routine maintenance, preventive measures, etc.
- 12) Follow proper formal dress code in order to inculcate appropriate dress code culture among students.
- 13) Support teamwork with proper communication and coordination. Adhere to timeline/deadline and compliance as per the academic calendar and instructions of HOD/ Principal from time to time


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- 14) Show commitment and sense of responsibility towards all the assigned duties and responsibilities and help the Institute in knowledge creation and management.
- 15) Honor Notice/Circular/Office Order and any other communication by acknowledging and signing and following the instructions
- 16) Complete Faculty Handbook on a regular basis with commitment and as per the guidelines to bring work uniformity and accountability in the conduct of academics
- 17) Participate actively in departmental and institutional programs to ensure their successful conduct and help to increase the brand value of the Institute.
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- 20) Use infrastructural facilities properly and maintain cleanliness for a conducive work environment.
- 21) Do not divulge confidential and negative information about the Institute and avoid gossip and false propaganda
- 22) Be vigilant so that no unhealthy/unethical/unlawful/derogatory practice takes place at the Institute,
- 23) Be cordial to parents/visitors etc. who visit the Institute and direct them to meet proper authority for getting information or documents from the Institute.
- 24) Keep yourself updated with emergency preparedness and ensure compliance during crises like fire, flood, electrical shock etc.


Sign of Joinee
Date: 4/7/22




Sign of Administrative Officer



Principal
Thakur Ramnarayan College of Law
S.V. Road, Dahisar(E), Mumbai-400068





INDUCTION: HANDBOOK FOR FACULTY

CODE OF CONDUCT

- 1) Support the Institute in maintaining conducive teaching learning and work environment through a high level of integrity, discipline, and a proactive work culture.
- 2) Follow the norms and standards of the Institute in order to meet the various short and long-term goals and the quality objectives.
- 3) Follow ISO guidelines for contributing to various Institutional and Management processes and also help in bringing amendments to further improve the processes.
- 4) Monitor the progress of students in academics through continuous evaluation.
- 5) Align activities and performances at all levels to meet the requirement of various institutional objectives and Mission, Vision and Value.
- 6) Evaluate self at every stage of action to minimize risks and ensure students'/ stakeholders' satisfaction.
- 7) Provide honest feedback and statistical data to bring in positive changes in the work system and help to improve its efficiency and effectiveness.
- 8) Avoid availing leave during the semester. In case of emergency, ensure proper load arrangement for smooth academic conduct.
- 9) Support the Institute for procuring equipment and materials in time to avoid academic loss and to enhance facilities in laboratories.
- 10) Support the Institute in maintaining furniture, fixtures, ICT infrastructure etc, in order to minimize maintenance cost and damages.
- 11) Ensure proper maintenance and repair of equipment, hardware and software through supporting steps such as routine maintenance, preventive measures, etc.
- 12) Follow proper formal dress code in order to inculcate appropriate dress code culture among students.
- 13) Support teamwork with proper communication and coordination. Adhere to timeline/deadline and compliance as per the academic calendar and instructions of HOD/ Principal from time to time


Principal
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- 14) Show commitment and sense of responsibility towards all the assigned duties and responsibilities and help the Institute in knowledge creation and management.
- 15) Honor Notice/Circular/Office Order and any other communication by acknowledging and signing and following the instructions
- 16) Complete Faculty Handbook on a regular basis with commitment and as per the guidelines to bring work uniformity and accountability in the conduct of academics
- 17) Participate actively in departmental and institutional programs to ensure their successful conduct and help to increase the brand value of the Institute.
- 18) Encourage and share best practices and innovations at all levels to set new standards and bench marks for the Institute.
- 19) Ensure proper and timely submission of all the documents, reports, data etc. required for statutory, regulatory, affiliating, accrediting, certification, rating and ranking agencies.
- 20) Use infrastructural facilities properly and maintain cleanliness for a conducive work environment.
- 21) Do not divulge confidential and negative information about the Institute and avoid gossip and false propaganda
- 22) Be vigilant so that no unhealthy/unethical/unlawful/derogatory practice takes place at the Institute,
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- 24) Keep yourself updated with emergency preparedness and ensure compliance during crises like fire, flood, electrical shock etc.

Jasvinder
Sign of Joinee

Date: 08/07/2022



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Sign of Administrative Officer

[Signature]

Principal

Thakur Ramnarayan College of Law
S.V. Road, Dahisar(E), Mumbai-400068





Thakur Educational Trust's (Regd.)

**THAKUR RAMNARAYAN
COLLEGE OF LAW**

Thakur Ramnarayan Educational Campus,
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INDUCTION: HANDBOOK FOR STAFF

CODE OF CONDUCT


- 1) Support the Institute by carrying out the day-to-day functioning of the office/section effectively with high integrity, discipline and a proactive work culture.
- 2) Follow the norms and standards of the Institute in order to meet the various short and long-term goals and the quality objectives.
- 3) Follow ISO guidelines for contributing to various Institutional and Management processes and also help in bringing amendments to further improve the processes.
- 4) Be aware of the latest notifications, advancements and developments in the respective domain for further growth of the institute.
- 5) Provide information to students, parents and visitors regarding courses being conducted: admission/ examination/-rules and other allied-matters.
- 6) Align activities and performances at all levels to meet the requirement of various institutional objectives and Mission, Vision and Value.
- 7) Evaluate self at every stage of action to minimize risks and ensure management's/students'/ Stakeholders' satisfaction
- 8) Provide honest feedback and statistical data to bring in positive changes in the work system and help to improve its efficiency and effectiveness.
- 9) Avoid availing leave when there is important work related to the respective department/section. In case of emergency, ensure proper load arrangement.
- 10) Support the Institute for procuring equipment and materials in time to avoid academic loss and to enhance facilities in laboratories.
- 11) Support the Institute in maintaining furniture, fixtures, ICT infrastructure etc. in order to minimize maintenance cost and damages.
- 12) Ensure proper maintenance and repair of equipment, hardware and software through supporting steps such as routine maintenance, preventive measures, etc.
- 13) Follow proper formal dress code in order to inculcate appropriate dress code culture among students.

Principal

Thakur Ramnarayan College of Law
S.V. Road, Dahisar(E), Mumbai-400068



- 14) Support teamwork with proper communication and coordination. Adhere to timeline deadline/various compliance and instructions given by Section In-charge/Principal from time to time
- 15) Show commitment and sense of responsibility towards all the assigned duties and responsibilities and help the Institute in knowledge creation and management
- 16) Honor Notice/Circular Office Order and any other communication by acknowledging and signing and following the instructions
- 17) Complete all documentation on a regular basis with commitment and as per the guidelines to bring work uniformity and accountability in the work culture
- 18) Participate actively in department, section and institutional programs to ensure their successful conduct and help to increase the brand value of the Institute.
- 19) Encourage and share best practices and innovations at all levels to set new standards and benchmark for the Institute.
- 20) Ensure proper and timely submission of all documents, reports, data etc, required for statutory, regulatory, affiliating, accrediting, certification, rating and ranking agencies.
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Sign of Joinee

Date: 08/10/2022




Sign of Administrative Officer



Principal

Thakur Ramnarayan College of Law
S.V. Road, Dahisar(E), Mumbai-400068





Thakur Educational Trust's (Regd.)

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Principal
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S.V. Road, Dahisar(E), Mumbai-400068





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Sign of Joinee

Date: 01/07/2022



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Sign of Administrative Officer



Principal
Thakur Ramnarayan College of Law
S.V. Road, Dahisar(E), Mumbai-400068

