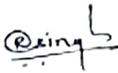
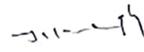


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### 01 Code of Conduct (Faculty)

- 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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**Principal**

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- 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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**Principal**

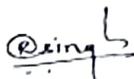
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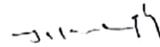
### Code of Conduct for (Staff)

- 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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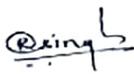


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- 22) Do not divulge confidential and negative information about the Institute and avoid gossip and false propaganda.
- 23) Be vigilant so that no unhealthy/unethical/unlawful/derogatory practice takes place at the Institute.
- 24) Be cordial to parents/visitors 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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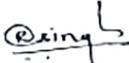


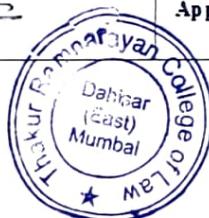
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## 02 Code of Conduct (Students)

- 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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