

# **ST. SOLDIER LAW COLLEGE**

**NH-44, JAL-ASR BYE PASS, NEAR NIT, VILLAGE LIDHRAN,  
JALANDHAR-144011**

**AFFILIATED TO GNDU, Amritsar & Approved by Bar Council of  
India**

## **CODE OF CONDUCT & POLICY DOCUMENT**

### **PART- I**

**PREAMBLE-** The present Code of Conduct & Policy Document has been drafted by the IQAC team of the college and approved by the Academic Council and Students Council. It has been ratified by the College Management Board and the Management of St. Soldier Group of Institutions on 14/6/ 2017 and brought into effect at once.

The objective of the Code is to bring discipline amongst the students and staff of the college so as to achieve excellence in academics and affairs of the College towards achievement of efficiency so as to achieve the vision and mission of the institution. It is believed that the objective can be achieved with discipline and mutual co-operation of students, staff and management.

Accordingly, this Code of Conduct & Policy Document applies equally to all the students and staff members (both non-teaching and teaching) and management of St Soldier Law College.

### **PART-II**

#### **CODE OF CONDUCT FOR STUDENTS**

**A. CONDUCT RULES-** The students of St. Soldier Law College are required to observe the following rules of conduct:

- (i) To be on time in the College during working hours i.e. 9 a.m. to 4 p.m. on all working days of the week.
- (ii) Week, for students, means Monday to Friday with a provision of special classes, guidance and clearing of doubts and functions etc. on Saturday from 9 a.m. to 2 p.m.
- (iii) Students are obliged to attend minimum of 75% classes in theory, practical, moot court, lab and library for being eligible to appear in the semester examinations of Guru Nanak Dev University.
- (iv) Students are required to participate in co-curricular and extra-activities of the College as provided in the Academic Schedule of every semester.
- (v) Students are desired to participate in the Councils, Committees and Clubs of the College provided under the St. Soldier Law Students Society for Professional Pursuits (SLSPP), a registered body under the Societies Act.
- (vi) All students are obliged to maintain discipline in the College and help the management in maintaining such discipline.
- (vii) Students must subscribe to the ethical values, professional conduct and other norms of the College, as prescribed from time to time.
- (viii) All students must maintain proper decorum and respect in the class while being its active participants.
- (ix) Students are required to attend functions of the college as and when asked and perform duties prescribed therefor.
- (x) Any foul language, abuses and use of any toxic substance is strictly prohibited in the College.
- (xi) Use of mobile phones, except for academic purposes and when allowed by the teacher, is strictly prohibited in the classes.
- (xii) All students are required to maintain cleanliness in the classes and on the campus. Use of plastics is banned on the campus.

(xiv) The students are advised to check notices on the notice board and/or those sent as messages by the College.

(xv) Students are obliged to maintain property of the College.

(xvi) Rules of library, computer lab and court room are more strictly required to be observed.

(xvii) All students must help the old, specially-abled persons in the College and outside it.

(xviii) Respect of senior students and staff is essentially required to be given by all students.

(xix) Ragging and sexually harassment of any kind is banned and attracts punishment as an offence.

(xx) Any complaint of the student is required to be reported to the respective complaint committee of the college (as displayed). Students can also approach the Principal or any senior teacher for the purpose.

(xxi) Students are required to be very careful for timely payment of college fees, university dues, examination fee etc., as notified, to avoid any penalties.

(xxii) Monday and Friday (and specially notified days) are the uniform days of the College. All students must wear the uniforms on these days. On other days of the week also, the students are expected to be in formal dress suited to a professional student in a co-ed college.

## B. MISCONDUCT & PENALTIES-

(a) Any violation/non-observance of any conduct rule, prescribed above, constitutes 'misconduct'.

(b) Penalties for the misconducts of students are as under:

(i) For indiscipline, damage to college property, fight or any act of serious nature – The penalty as recommended by the Discipline Committee/ Enquiry Committee and approved by the management after following due process of law. It may

amount to rustication of the student and/or imposing a fine up to Rs. 1000/- in addition to making good the loss to property or person.

(ii) For acts of ragging, sexual harassment, use of toxic substances etc. constituting criminal acts – reporting matter to the police and/or action by the college including suspension, imposition of fine and rustication from the college.

(iii) For minor misconducts – warning and/or fine up to Rs. 200/- as recommended by the respective committee and approved by the Principal.

### PART-III

#### CODE OF CONDUCT FOR FACULTY & STAFF

The faculty and staff members of the College are required to abide by the following rules of conduct:

(i) To be present on time i.e. 9 am to 4 p.m. on all days of the week and from 9 a.m. to 2 p.m. on Saturdays.

(ii) All staff members are allowed 12 casual leaves in a year. Desirably not more than 2 leaves in a month, for exceptional situations, special leave needs to be sanctioned.

(iii) Employees are expected to get leave sanctioned in advance unless it is an emergent situation.

(iv) All staff members are desired to work for admissions in the College.

(v) Each staff member must perform his/her assigned work with sincerity and dedication. In case something extra is asked, the employee should not hesitate to do so. In cases of any emergency/urgency, the staff members are expected to come forward for dealing with it without waiting for such asking and without caring for his/her status in the job.

(vi) Staff members must maintain cordial relations amongst themselves to build a family environment.

(vii) Every staff member must deal with the students in a cordial and polite way keeping in mind that we all are here because of them.

(viii) Every staff member must work for building positive image of the institution because his/her image is a part of the institutional public image.

(ix) All staff members must think positive and follow the ethical values of the institution.

(x) Every staff member must work for attainment of objectives of the institution enshrined in the mission and vision document.

#### PART-IV

#### CODE OF CONDUCT FOR FACULTY

In addition to code rules prescribed for the staff of the College, the faculty is required to follow the following:

(i) To come forward for working in the Councils, Committees and Clubs of the College with enthusiasm and devotion, and give positive suggestions for improvement.

(ii) To plan his/her curriculum for the semester, week and the day; and record such planning in the Teachers' Diary.

(iii) Record her/his daily work in the diary and submit its report to the IQAC office.

(iv) Adopt innovative and modern teaching methods and tools for effective teaching.

(v) Make every endeavor to be a model teacher, and continuously work for it.

(vi) Regularly work for personal academic growth and advancement by regular reading, attending seminars/conferences and orientation/professional courses.

(vii) Persuade students for achieving excellent achievements in university examinations, competitive examinations and demonstration of professional skills.

(viii) Identify fast and slow learners in the class and giving special/individual dealing to them.

(ix) Mentoring the students in their social and academic problems.

## PART-V

### CODE OF CONDUCT/ POLICY DOCUMENT OF MANAGEMENT

The management undertakes to respect the following desirable rules of their conduct as its policy:

(i) To treat the employees as members of the family and be cordial to them as elder members.

(ii) To give to every member what is due to him/her. And be more liberal and courteous in their difficult times.

(iii) To be liberal in adjusting work timings and allowing leave to the staff members for meeting with their family needs (like rearing of children, family sickness etc.) and for pursuing higher qualifications.

(iv) To give possible monetary help for attending conferences/seminars and refresher courses etc.

(v) Not to take action against employees and students without following due procedure of law; and to be humane in its approach.

- (vi) To make investments for improvement and maintenance of infrastructure and upkeep of the campus.
- (vii) To encourage academic, cultural and sports activities in addition to yoga/meditation amongst the students and staff, and make investments for these.
- (viii) To promote IT infrastructure, modern teaching tools and library/computer lab up-gradation as per needs of the changing times.
- (ix) To implement New Education Policy in its letter and spirit.
- (x) To host conferences, seminars and competitions of moot court, sports and cultural activities.
- (xi) To promote research in the HEI by involving students, faculty and stakeholders.
- (xii) To encourage up-gradation of curriculums as per professional needs.
- (xiii) To aspire for building an ideal educational institution and work for it on regular basis and on all fronts viz., human resource, academics, value system and co-curricular/extra-curricular etc.
- (xiv) Trying to be a model employer and career builder of students.
- (xv) To inculcate human values, patriotism, and social sensitization in students and staff, aiming at producing good citizenry.
- (xvi) To constantly work for national and social building.
- (xv) To ensure that development and growth of any student does not suffer on account of his/her poverty and any other physical/mental handicap.

(xvi) To help the poor and needy students by scholarships and facilities of library etc.

(xvii) To encourage meritorious students of academics and other activities with awards and scholarships.

### SPECIAL DEALING OF SLOW & FAST LEARNERS

St Soldier Law College Managements understands urgent need to give special dealing to the students who are slow learners and also to those who are fast learners. The Policy in this regard is as under:

- (i) Identification of slow learners and fast learners by the Psychologist followed by the college teachers.
- (ii) Listing such special category of learners by the Academic Council/IQAC and referring it to concerned teachers.
- (iii) Giving individual and personal learning to such learners; and extending to their emotional and social problems as Mentors.
- (iii) Keeping a regular record of performance levels of such learners; and seeking guidance of IQAC if results not coming forth.
- (iv) Persuading both slow and fast learners to associate with extra-curricular activities. Slow learners be made to join cultural, sports and outreach activities; Fast Learners may preferably join Judicial/Civil Service guidance, debate/declamation, seminars/conferences and Moot Court activities to sharpen their skills.
- (v) Appreciating the performance of both slow and fast learners in the class and functions.
- (vi) Slow learners be kept confidential i.e. they should not be pointed out that they are slow learners.

(vii) Making every effort to meet the special needs of such special learners. It may be library service or social/financial needs.

## PART-VI

### AMENDMENTS

(i) This Code of Conduct & Policy Document is not static but dynamic that needs to be amended or revised from time to time.

(ii) Regular review of this Code is suggested by the Management Board, IQAC and Academic Council.

(iii) Last revision in the Code was done on 8<sup>th</sup> of July, 2023.

IQAC Co-ordinator

**Dean Academic Affairs**  
**St. SOLDIER LAW COLLEGE**  
**JALANDHAR**

Principal

**Principal**  
**St. Soldier Law College**  
**Jalandhar**