



RAYAT COLLEGE OF LAW
Affiliated to Panjab University Chandigarh

HANDBOOK
CODE OF CONDUCT



Website: www.rayatlaw.ac.in

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Committee for Code of Conduct

Sr. No.	Name	Designation
1	Dr. Monika Sharma	Principal
2	Dr. Akashdeep Singh	Member
3	Dr. Charu Dureja	Member
4	Ms. Manjeet Kaur	Member
5	Ms. Kanchan Jaswal	Member

ABOUT INSTITUTION

Rayat College of Law, established in 2004, is housed in an independent building at the RGI Ropar Campus. The College is affiliated to Panjab University, Chandigarh and the courses are approved by the BCI. Equipped with infrastructure including Moot Court, state-of-the-art Library and Computer Lab with 24 hrs internet facility, wi-fi Campus the College provides an excellent environment for learning. We, as a part of Rayat Group of Institutions, groom our students for professional roles as advocates, judges, entrepreneurs and teachers and strive to imbibe them with the highest principles of professional, ethical and moral responsibility.

To instill an ability in our students to develop core competencies which are essential to embark on the practice of law, we have a special focus on practical training. The emphasis is on imbuing critical thinking and honing communication skill in addition to basic knowledge of law and an understanding of the functioning of the legal system. Deeply enriched curriculum is a blend of practical experience and inter-disciplinary inquiry to have insights from social sciences. Rayat College of Law has already carved a niche for itself in the field of legal education.

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VISION

To transform the students in to world class law professionals, scholars and academicians by promoting empowerment through legal education relevant to the need of society.

MISSION

- Prepare the students to imbibe the highest principles of professional, ethical and moral responsibility.
- Develop amongst the students core competencies that are essential to embark on the practice of law. These core competencies particularly include *legal analysis* i.e. knowledge of law, ability to apply law to varying factual settings and ability to engage in legal argumentation; *legal research* i.e. ability to conduct independent legal research and *problem-solving*.
- Imbuing critical thinking and honing communication skill in addition to basic knowledge of law and an understanding of the functioning of the legal system.

Within a vibrant, ever-challenging and supportive learning environment, we as a part of RayatGroup of Institutions groom our students for professional roles as advocates, judges, entrepreneurs and teachers. We strive to imbibe them with the highest principles of professional, ethical and moral responsibility. The emphasis is on imbuing critical thinking and honing communication skill in addition to basic knowledge of law and an understanding of the functioning of the legal system. In this pursuit the College offers two programmes/courses:

1. B.A.LL.B. (Hons.) Five Year Integrated Course
2. B.Com.LL.B. (Hons.) Five Year Integrated Course
3. LL.B. Three Year Course

These courses have been structured by the affiliating university i.e. Panjab University, Chandigarh mindful of learning objectives for both the classroom and practical component. Deeply enriched curriculum is a blend of practical experience and inter-disciplinary inquiry to

have insights from social sciences that helps the students to master a range of skills and abilities to be a successful professional.

Code of Conduct for Principal

Principal should

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

Code of Conduct for Teachers

Teachers and Colleagues

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;

(iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities;
and

(iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

Teachers and Authorities:

Teachers should:

(i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;

(ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

(iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

(iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;

(v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;

(vi) Adhere to the terms of contract;

(vii) Give and expect due notice before a change of position takes place; and

(viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

Teachers and Non-Teaching Staff:

Teachers should:

(i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;

(ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

Teachers and Guardians

Teachers should:

- (i) Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

Code of conduct for students

All RCL students are required to maintain good conduct, discipline and decency within and outside the College.

1 General Code of Conduct

Rayat College of Law students shall-

- maintain cordial relation with their fellow students
- respect culture and tradition of fellow students
- wear uniform on the specified day
- maintain cleanliness and hygiene at the campus
- be honest and truthful
- upkeep moral and ethical values
- follow the college timings and schedule
- be regular in their class attendance.
- maintain such other conduct as may be notified by the College from time to time.

Disciplinary action for violation of General Code of Conduct

(1) The student who shall violate the Code of Conduct shall be issued a warning by the class Teacher on the first violation.

(2) On subsequent violation the class Teacher may impose a fine of Rs. 100 for every act of violation.

(3) On repeated violation the matter shall be reported by the class Teacher to the Disciplinary committee. The Disciplinary committee after giving an opportunity of hearing to the student may impose a fine of Rs. 200 for each violation.

(4) For any grievance regarding disciplinary action under these provisions the student may make an application for review to the Dean Students Welfare. The decision of the Dean Students Welfare shall be final for all matters of violation of Code of Conduct.

(5) When a fine is imposed upon a student for three times in a semester or five times in an academic session for violation of Code of Conduct, it shall be considered as deemed to be "**indiscipline**".

2. Indiscipline

Indiscipline is categorized according to the gravity of the act as under:

- (1) Indiscipline
- (2) Serious Indiscipline
- (3) Grave Indiscipline

The following acts are identified as acts of indiscipline in different categories:

2 (1) Indiscipline: Incidents of Indiscipline shall include the following:

- (i) causing disturbance in the classroom
- (ii) misbehaviour with staff/employees of the campus
- (iii) abusing/insulting the fellow students

2 (2) Serious Indiscipline: Incidents of Serious Indiscipline shall include the following:

- (i) misbehavior with Teacher/College authorities
- (ii) smoking, drinking or use of narcotics at the Campus
- (iii) bringing/supplying liquor, narcotics etc. at campus
- (iv) third incident of indiscipline in one academic session or fifth incident of indiscipline in the course
- (v) threatening/intimidating fellow students/ employees
- (vi) display vulgarity in any form
- (vii) damaging or defacing college / campus property

2 (3) Grave Indiscipline: Incidents of grave indiscipline shall include the following:

- (i) ragging in any form
- (ii) physical assault on any person in the college or campus.
- (iii) indecent behaviour of sexual nature at the campus (both consensual and non-consensual)
- (iv) any act of violence or moral turpitude that is an offence under any law in force in the country committed at or outside the campus
- (v) three repeated incidents of serious indiscipline shall be considered as grave indiscipline

Punishments for Indiscipline

Any student found guilty of indiscipline shall be liable for fine upto Rs. 2000 with or without community Service in the form of duty in the library/computer lab/ hostel/any office/working place of the campus for a period upto one week.

Punishment for Serious Indiscipline

Any student found guilty of serious indiscipline shall be liable for fine upto Rs. 4000 with or without community service at the Library/Computer Lab/ Hostel/any office or other working place of the campus upto two weeks.

Punishment for Grave Indiscipline

A student found guilty of grave indiscipline shall be liable to a fine as determined by the Principal /Constituted committee or debarred from examination with or without fine or rusticated from the Campus

Explanation:

- (i) Debarring of a student from examination may be for one or more papers in a semester/semesters or more than one semester.
- (ii) Rustication shall be construed as expulsion of the student from the campus for all times.

3. Procedure to deal with act of Indiscipline and "Serious Indiscipline"

(1) On commission of an act of indiscipline the matter shall be reported by the class Teacher/Security men/other concerned person to the Principal.

(2) The Principal shall hold an inquiry into the matter himself/herself or through a 3 member Committee of the following:

(1) One Senior teacher

(2) Discipline committee incharge

(3) one other teachers

(3) above said Committee, as the case may be, shall give the opportunity of hearing to the concerned students and collect the relevant evidence. In case the enquiry is done by the Committee it shall on completion of the inquiry, submit the report to the Principal.

(4) The Principal, if satisfied on enquiry by himself or with the findings of the Committee on guilt the Committee give an opportunity of hearing to the student on proposed punishment and may impose the appropriate punishment as per these Regulations.

4 Procedure to deal with acts of "Grave Indiscipline"

(1) On commission of an act of grave indiscipline the matter shall be immediately reported to the Principal by anyone having the information about the "grave indiscipline".

(2) On the basis of the information/preliminary report, the Principal may pass an order of suspension of the student from classes or/and order vacation of hostel by the student involved in grievous indiscipline.

(3) The Principal may constitute a Committee which may comprise the following to inquire into the matter:

(i) Two most senior teachers

(ii) Discipline committee in charge

(iii) 2 other teachers

(4) The Committee shall hold inquiry and collect relevant information/ evidence about the incident. The concerned student shall be given opportunity to explain his/her position.

(5) The Committee shall submit its report on the facts and circumstances of the case, as also its finding on the guilt of the student, to the Principal along with proposed nature and quantum of punishment.

(6) The Principal may pass an appropriate order/ punishment as per these regulations and in case the punishment to be awarded is debarring the student from the Examination or rustication from the Campus or the Hostel, give an opportunity of hearing to the student or his/her parents.

Anti Ragging Committee

Ragging is a criminal offence. Ragging in any form is fully banned and punishable in Rayat College of Law and the Hostels in the RGI Campus. The College fully abides by the rule and codes stipulated by the Hon'ble Supreme Court of India and University Grants Commission (UGC) to curb the menace of ragging and thus, adopt zero-toleration policy against any act of ragging.

Objectives

1. To maintain a ragging free campus
2. To create awareness about ragging and ensure a student friendly environment at all times
3. To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence
4. Promptly and stringently deal with the incidents of ragging brought to our notice

Forms of Ragging

- Abetment to ragging;
- Criminal conspiracy to ragging;
- Injury to body,
- Wrongful restraint and confinement;
- Use of criminal force;
- physical and sexual abuse;
- All other offences mention in the definition of Ragging

Anti-Ragging Measures/Punishments

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the College, the possible punishment for those found guilty of ragging shall be any one or any combination of the following:

1. Cancellation of admission.
2. Suspension from attending classes.
3. Debarring from appearing in any test/examination or other evaluation process.
4. Withholding result.

5. Debarring from representing the College in any regional, national or international meet, tournament, youth festival etc.
6. Suspension / expulsion from the hostel.
7. Imposing of fine as per rules.
8. Rustication from the College for the period varying from 1 to 4 years.
9. Expulsion from the College and consequent debarring from admission to any other college.
10. Collective punishment: When the persons committing or abetting the ragging are not identified, the College shall resort to collective punishment.

Helpline Numbers to report Ragging

Sr. No.	Name	Designation	Contact Number
1.	Dr. Monika Sharma	Principal	97808-72889
2.	Dr. Mahender Singh	Vice-Principal	92178-04168
3.	Dr. Akashdeep Singh	DSW	9815374368
4.	Ms. Parveen Joshi	Member of Anti-Ragging Committee	70872-60415
5.	Ms. Sahibjot	Member of Anti-Ragging Committee	99151-37957
6.	Dr. Karan	Member of Anti-Ragging Committee	94666-61074
7.	Ms. Sumit Hans	Warden (Girls Hostel)	8968421958
8.	Mr. R.K. Tomar	Warden (Boys Hostel)	9458660093
9.	Ishita	Student coordinator	7717355309
10.	Kanav Handa	Student coordinator	9888250974

Anti Ragging Squad

An “Anti Ragging Squad” has been formed with the following faculty members and hostel wardens for the academic year of 2022-23 as per the guidelines by the Hon’ble Supreme Court Of India and University Grants Commission regulations of 2009 and 2013 : to curb the menace of ragging .

Sr.no	Names	Designation	Contact No.
1	Dr. Monika Sharma	Principal	9780872889
2	Dr. Manish Kumar	Associate Prof.	9417618999
3	Dr. Akashdeep Singh	Dean of Student Welfare	9815374368
4	Ms. Parveen	Member	7087260415
5	Ms. Sahibjot	Member	9915137957
6	Dr. Karan	Member	9466661074
7	Ms. Susan	Assistant Prof.	9464602156
8	Ms. Sumit Hans	Warden (Girls Hostel)	8968421958
9	Mr. R.K. Tomar	Warden (Boys Hostel)	9458660093

Library Rules and Regulations

- It is for the information of the students, all faculty members and staff of RCL, that following rules must be followed for the smooth functioning of the library:
- To inculcate discipline, Silence must be maintained in the library, making unreasonable noise and loud talking is not permissible. Disciplinary action will be taken. The membership of the defaulters might be cancelled.
- Please visit the library for some purpose like self study, issuing of books or to refer the library resources. Don't sit in the library for passing your time with friends. Utilize your quality time to enlighten yourself in the company of good books.
- No discussion is permitted inside the library.
- No personal belongings allowed inside the library
- Using cellular phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises. The fine of 500/- rupees will be levied on the defaulters.
- Two books may be issued to each student at one time for the period of 14 days. An overdue charge of Rs. 2 per volume per day will be charged. In case, delay is more than month, the overdue charges will be Rs. 5 per volume per day.
- Library borrower cards are not transferable. The borrower is responsible for the books issued on his/her card.
- Book lost or damaged will be paid for or replaced with new book to the library.
- Students are required to handle the books/ journals very carefully, marking with pencil; writing or highlighting is not permissible. In such case readers shall be held responsible unless these are brought to the notice of the library staff at the time of issue.
- The teachers can keep the issued book for one month, after that book may be re issued.
- The concerned teachers whether for their own regular classes or for the adjustment class must accompany with the students.

CODE OF CONDUCT FOR HOSTEL

A code of conduct is a set of rules outlining the norms, rules, and responsibilities or proper practices of an individual party or an organization.

Students

- Every Hosteller needs to mark attendance between 8:30 PM To 9:00 PM every night. Going out of the hostel after the permitted time will lead to a disciplinary action.
- All the hostel residents are expected to be well conversant with hostel rules and regulation. Pleading ignorance of the same at any stage will not be accepted.
- The Student is permitted to go out of station for participating in various competitions only after submitting proof and application. The Student will intimate the warden and make an entry in the night out Register kept with the Warden/Security.
- The student shall take prior permission of the Sr. Warden/ Hostel warden for celebrating any festival and birthday. Birthday celebration should be done at a common place for one to two hours preferably between 6:00pm to 8:00pm.
- The Student will always carry their identity cards provided to them by the institute when moving out of the Campus, so that the institute can be contacted and informed in case of an emergency.
- Visitors/parents are allowed to visit a student only in the visitor's lobby on the ground floor.
- The Student shall keep their rooms, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including trash, in such places or any premises in the hostel, except in the dustbin or the place specifically provided for the said purpose.
- No wet clothes should be dried on the furniture or in corridors/balconies. Students are advised to keep their valuables under lock and key.
- Students are responsible for their belongings. Any negligence on their part will be their sole responsibility.
- Students of each room are jointly and independently responsible for the furniture, fittings, etc.
- Any damage to the hostel property is recoverable from them.

- In case an individual is not identified with respect to the damage done to the property, a collective fine on all concerned students can be imposed to recover the cost of damage to the property.
- Students may be expelled from the hostel for violation of rules and misconduct such as: theft, ragging, abnormal behavior, use of drugs and alcohol, indiscipline etc.
- Students should follow the daily routine and schedule as per the hostel rules and the time table of the departments.
- No student is allowed to keep any type of medicine in his possession without it being prescribed by the medical officer of the campus. Students, who are undergoing any treatment at home, should provide the medical history to the warden and the medical officer
- No Student should be present in their room during institute hours. If the student is unwell prior permission should be taken to use the room.
- Students have to inform their respective wardens regarding any change in their parental/native address and contact number.
- No student is allowed to invite any day scholar to the hostel premises.
- No student will organize any kind of meeting in the premises to unite or instigate students for any kind of violent activity against the university.
- RERT authorities, the chief hostel warden, and wardens reserve the right to carry out surprise checks at any desired time during the day/night.
- No Student should disregard his seniors and never be aggressive to his juniors.
- The notice board is provided in the hostel premises to apprise the students about any information sent by the authorities.
- Suggestions/Complaints related to food and other hostel services should be reported to the hostel warden.
- No Student is allowed to take utensils from the mess to his room if any utensils are found in the room, then the appropriate fine will be charged.
- Pets are strictly prohibited in the hostel.
- Students should not change / exchange the rooms without the prior written permission of the warden.

- All the rooms, walls, doors & windows should be kept clean and tidy. No posters or photographs should be pasted on room walls/doors/cupboards.
- Residents must switch off fans and lights whenever they go out of their rooms so as to save electricity.
- At all times, especially between 11 pm to 6 am, hostellers shall not create any disturbance by playing loud music, etc. This period has to be treated as study/rest hours.
- Those students who will leave the hostel facility are required to take their belongings back to their place within 24 hours after the end of the semester examination.

Prohibited conduct: Prohibited conduct under the Code includes but is not limited to:

- Smoking
- Consumption of alcoholic drinks/drugs
- Gambling
- Shouting and using abusive language in their own hostel or in other hostel premises and campus.
- Cooking in room
- Using immersion rods, heater, induction cooker etc.
- Assaulting, harassing, intimidating, or threatening another individual or group
Endangering the health or safety of other stealing, misusing, destroying, defacing or damaging Institution's property or property belonging to someone else.
- Though Hostel does not impose any strict dress code, students are advised to adhere to be dressed properly when they come for dining.
- Once a student joins the hostel, he/she will dine in the mess as long as he/she remains on the rolls of the hostel.
- All residents shall have meals in the hostel's dining hall. They are not allowed to take food or mess utensils to their rooms.
- Residents are not allowed to enter the kitchen.
- Cooking in the hostel rooms is strictly prohibited
- Strict discipline and proper decorum will be maintained in the Dining Hall.

- Menu will be planned by the Students ‘Mess Committee keeping in mind the students’ preference and Availability of vegetables and fruits during the season. Menu will be approved by the Management Committee.
- Changes in the menu will only be made with the permission of the Honorable Jt. Registrar. Menu will be prominently displayed on Notice Boards in the Hostels.
- Inmates can entertain their parents and guests on prior information to the hostel authorities as per the hostel rules.
- No student is allowed to take food or cook food in his/ her room. In case a student is sick, food can be taken to the room only with the permission of the warden.
- Food is precious. You are requested not to waste any food.
- The system of self service will be followed in all the hostel mess.
- Students will adhere to the laid down Mess Timings.
- Misbehaving with Faculty Warden/Mess staff will be treated as an indiscipline act and is subject to punishment.

HOSTEL STAFF

- Staff members should display the highest possible standards of professional behaviour that is
- required in an educational establishment
- Staff members should seek to co-operate with their colleagues, providing support, help and guidance as required by them.
- Staff members should not use their position in the institute for private advantage or gain.
- Staff members should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
- Staff members should be aware of, and should follow institute policies systems and procedures.
- Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the HOD or administrative head, so that alternative arrangements may be made.

MAINTENANCE STAFF

- Maintenance staff is allowed to enter the Hostel after making proper entry at the hostel gate. (Security Registrar)
- Maintenance staff are required to always carry their valid Identity Cards issued to them by the Institute.
- Maintenance staff must report to the Hostel staff member on duty while entering the Hostel.
- Maintenance staff may not enter any hostel room without the permission of the Hostel Warden member on duty.
- Maintenance staff may enter any hostel room along with the warden /security guard on duty.
- Maintenance staff is subject to, and must respect, the hostel rules.
- No maintenance person shall be permitted to stay overnight in any part of the hostel.
- Maintenance staff may visit the student room after due permission from senior warden/wardens/Assistant wardens.

MESS STAFF

- Mess staff is required to always carry their valid Identity Cards issued to them by the Institute.
- Mess staff must wear a mask, gloves & caps at all times when to serve in the mess.
- No meal or refreshments shall be served to boarders outside the dining hall except with the permission of Warden in case of emergency.
- All food items will be served by staff from the mess only.
- All mess staff shall interact with the diners in the dining hall in a courteous manner.
- Mess staff is not allowed to contact directly to the students or faculty. Any issues related to hostel the student / faculty has to be reported to the warden on duty