



CITY LAW COLLEGE

(Approved By Bar Council of India & Affiliated to University of Lucknow)

Street- Sector 9, Jankipuram Extension, Lucknow (U.P.)- 226021

Contact No. : 8177001081

Email : citylawcollegelko@gmail.com

CODE OF CONDUCT

Principal's Message:

It gives me immense pleasure to put forth the code of conduct of the CITY LAW COLLEGE, JANKIPURAM, LUCKNOW, a set of standard procedures and practices the college pursues. Code of conduct usually describes the universally established ethical values and rules to be followed by the members of a group or a community and is intended to give them clear guidance about their behavior. An institution succeeds and move forward with determination in true sense provided it exercises self discipline and adheres to a well defined, clearly strategized set of rules. I wish all the members abide by the code of conduct and contribute to the harmony of the campus. It will surely substantiate the growth of the institution and will guide it to the pinnacle of glory

Code of Conduct for Principal :

1. The Principal is appointed by the university selection committee as per the rules of Govt, of U.P. The post is subject to approval by the University of Lucknow, Lucknow.
2. He/she is full time academic and administrative officer of the institute.
3. He/she should stay at the college campus and will not leave the campus without the permission of the authorities. Before leaving the campus he should make alternative arrangements for the functioning of the day to day activities of the college.
4. He/she should encourage and support research activities amongst the faculties and PostGraduate students.
5. He/she being academic head, should support, guide and think innovatively for the overall development of faculties and students in the college.
6. He/she should observe discipline and must bear high moral character.
7. He/she should prepare budget for the given academic year, present it to the Management, get it sanctioned and execute it with full commitment.
8. He/she should provide details of various scholarships to the needy and worthy students. Principal is responsible for smooth conduct of college and should guide for preparation of yearly plan, administrative and financial management in consultation with management.
9. He/she should establish good public contacts in society, Dept, of higher education, University and other academic institutions for overall development of the college.
10. He/she is responsible for the planning and execution of sports, extracurricular and culture activities for overall development of the students.
11. He/she has to manage and control faculties and staff on the campus and make optimum utilization of the available Infrastructure.
12. He/she should be cooperative towards all his colleagues and senior


Principal
City Law College
Janki Puram Extn., Lucknow



CITY LAW COLLEGE

(Approved By Bar Council of India & Affiliated to University of Lucknow)

Street- Sector 9, Jankipuram Extension, Lucknow (U.P.)- 226021

Contact No. : 8177001081

Email : citylawcollegelko@gmail.com

Code of Conduct for Teachers :

- Teachers should inculcate best quality in teaching and help students equip with the required knowledge and skill.
- Teachers should ensure safe and secured teaching and learning environment for the students.
- Teachers should have excellent leadership qualities and they should present themselves as a role model for the students.
- Teachers should discourage discrimination and harassment in any form inside the college premises.
- Teachers should exhibit efficient and effective resource management skills.
- Teachers should accomplish their duties with a sense of commitment and integrity.
- Alternate arrangements need to be made while applying for any leave. Approval of the Principal in this regard is mandatory.
- Carrying Identity Cards in the college is compulsory


Principal
City Law College
Janki Puram Extn., Lucknow



CITY LAW COLLEGE

(Approved By Bar Council of India & Affiliated to University of Lucknow)

Street- Sector 9, Jankipuram Extension, Lucknow (U.P.)- 226021

Contact No. : 8177001081

Email : citylawcollegelko@gmail.com

CODE OF CONDUCT FOR STUDENTS:

- 1 Every student of the college shall abide by the rules of college discipline.
- 2 Every student seeking admission to this college shall give the following undertaking :-

"I hereby agree, if admitted to confirm to the rules and regulation at present in force or that may hereafter be made for the governance of the college and I undertake that so long as I am a student of the college. I will do nothing either inside or outside the college that will interfere with its orderly governance and discipline. I further declare that I shall not take part in any movement which is likely to be subversive of law and order and if found indulge in such activity. the Principal reserves the right of cancelling the admission of concerned student as a disciplinary action
- 3 Every student shall also make the following declaration : I hereby submit to the disciplinary jurisdiction of the Vice —Chancellor and the officers and authorities of the University / and Director — principal and the authorities of the college and shall observe and abide by the rules made by the Vice Chancellor in that behalf and also by the society and the Director and Principal of the College'
- 4 Students must observe complete silence and discipline in the college premises. They must not loiter in the passages and corridors after classes have begin. They are advised to sit quietly in the library and spend their spare time in such a way as not to cause any disturbance with work of others. Absolute silence must be preserved in the library as well as in the classroom and in the campus.
- 5 Students must be punctual in attendance and be in their seats five minutes before at the start of lectures.
- 6 No person shall be invited to address or to entertain the students of the college without prior written permission of the Principal.
- 7 Subjects of debates or events/ pieces of entertainment in the college shall be first approved by the Principal. A responsible person approved or nominated by the Principal, Shall be in chair at all college debates and social functions.
- 8 All departments of the college, (Library, Debating club, Legal Aid Clinic, NSS etc) will work according to rules made in that behalf by the management.
- 9 Students must keep their terms strictly in accordance with rules of college / university and Bar Council of India.
- 10 Every students of the college must have an identity card. He/she should always carry it with him/ her in and out of the college and produce it whenever called upon to do so by the relevant authorities.
- 11 In case of loss of identity card, a duplicate card will be issued upon submission of an undertaking regarding the loss on payment of fee of Rs. 50/- only.



CITY LAW COLLEGE

(Approved By Bar Council of India & Affiliated to University of Lucknow)

Street- Sector 9, Jankipuram Extension, Lucknow (U.P.)- 226021

Contact No. : 8177001081

Email : citylawcollegelko@gmail.com

-
- 12** It is compulsory for all law students (LL.B and BA, LL.B) to present them in the prescribed Dress code in the college premises, otherwise students will not be entertained in the college and or permitted to attend the classes.
- 13** Prescribed Dress Code for LL. B and BA, LL. B.
- Boys:** White Shirt & Black Trousers.
- Girls:** White Shirt & Black Trousers
- 14** It is also compulsory for students to present themselves in the prescribed dress Code in the college premises otherwise students will not be allowed to enter the premises campus.
- 15** Use of mobile phone in the college premises is strictly prohibited. Students who opt for mobile use will be subject to disciplinary action.
- 16** No outsider is allowed to enter the college premises without permission of the Principal. Trespassers are liable for prosecution.
- 17** Smoking, chewing of pan, gutkha, tobacco etc and spitting is strictly prohibited in the college building and college premises.


Principal
City Law College
Janki Puram Extn., Lucknow



CITY LAW COLLEGE

(Approved By Bar Council of India & Affiliated to University of Lucknow)

Street- Sector 9, Jankipuram Extension, Lucknow (U.P.)- 226021

Contact No. : 8177001081

Email : citylawcollegelko@gmail.com

Code of Conduct for Examination

For Students:-

- The students unable to appear for examination due to their health issues or otherwise are required to seek prior permission from the Principal. They have to validate their case producing authenticated documents.
- Student must remain present in the examination hall fifteen minutes prior the commencement of examination.
- The student should not disregard the instructions given by the junior supervisors.
- Student should not communicate in any way inside the examination hall.
- Exchanging mathematical instruments or stationary items during the examination is strictly prohibited.
- Students shall be allowed to enter the examination hall for half-an-hour after the commencement of the exam.
- Students must not leave the examination hall until half-an-hour time of exam is over.
- A warning bell will be given ten minutes prior the ending of the examination; as soon as the final bell is rung, student must stop writing and hand over the answer-books to the junior supervisor. Student must not leave the seat until all answer-books are collected and verified by the junior supervisor

For Senior Supervisor and Junior Supervisor:-

- The time for reporting will be 30 minute prior the commencement of examination.
- The junior supervisors are required to adhere to the guidelines laid down by the University. A copy of these guidelines is available with the CEO and the Principal.
- The supervisors are required to instruct the students not to carry any unauthorized material like scribbled notes, blank papers, books, scientific calculators, mobile phones or electronic gadgets of any type.
- Jr. Supervisor will not leave the examination block without the prior permission of the senior supervisor.
- Use of cell phones is strictly prohibited during the examination hours.
- The supervisors need to give clear instructions to the students with regard to the rules to be observed during the examination. Besides they have to be directed in connection with pasting the barcode stickers correctly.
- The supervisor should verify ID cards and Hall Tickets before the commencement of exam.
- The details filled in by the students should be scrutinized by the junior supervisor before signing the answer books.
- Junior supervisors are allowed leaves only under emergency conditions.
- In case of interchange of the supervision duty, a form available with the examination department has to be filled and prior permission from the senior supervisor has to be taken.


Principal
City Law College
Janki Puram Extn., Lucknow



CITY LAW COLLEGE

(Approved By Bar Council of India & Affiliated to University of Lucknow)

Street- Sector 9, Jankipuram Extension, Lucknow (U.P.)- 226021

Contact No. : 8177001081

Email : citylawcollegelko@gmail.com

Code of Conduct for Supporting Staff:-

- Supporting staff should exhibit punctuality and regularity in all the work assigned to them.
- There should be complete coordination amongst the supporting staff and they should help each other out as and when required.
- They should maintain confidentiality in all the crucial matters.
- They should understand their responsibilities well.
- They should perform the duties assigned to them with accuracy and consistency.
- They should have the capability to make decisions if needed.
- They can avail leaves only after taking prior permission from the concerned authority.
- They should extend cooperation to the teaching staff.


Principal
City Law College
Janki Puram Extn., Lucknow



CITY LAW COLLEGE

(Approved By Bar Council of India & Affiliated to University of Lucknow)

Street- Sector 9, Jankipuram Extension, Lucknow (U.P.)- 226021

Contact No. : 8177001081

Email : citylawcollegelko@gmail.com

CODE OF CONDUCT COMMITTEE

Chairman	-	Dr. BASEERAT FATIMA
Member	-	Mr. NITISH TIWARY
Member	-	Mr. VIVEK KUMAR SHUKLA
Member	-	Ms. SHALINI TIWARI


Principal
City Law College
Janki Puram Extn., Lucknow