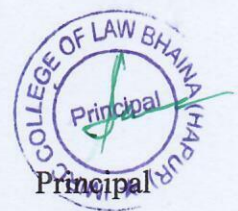


<p><b>Metrix Level Deviation :7.1.10.</b></p>	<ol style="list-style-type: none"> <li>1. HEI is requested to provide Policy document on code of ethics.</li> <li>2. Please provide Constitution and proceedings of the monitoring committee.</li> <li>3. Please provide Circulars and GEO TAGGED photographs of the activities organized under the metric for teachers, students, administrators and other staffs.</li> <li>4. Please provide Document showing Code of Conduct for students, teachers, governing body and administration as approved by the competent authority.</li> <li>5. Please provide Handbooks, manuals and brochures on human values and professional ethics.</li> <li>6. Please provide Report on the student attributes facilitated by the Institution Web-Link to the relevant documents on the HEI website.</li> <li>7. Please provide any other relevant data or documents related in tis metrics (if available). Note:- Kindly note that without supporting documents HEI Claim could not be considered.</li> </ol>
<p><b>Response/ Clarification</b></p>	<ol style="list-style-type: none"> <li>1. Code of Conduct Policy . <b>(Appendix-I).</b></li> <li>4. Reports on the Students attributes facilitated by the Institution. <b>(Appendix-II)</b></li> </ol>





# IMIRC COLLEGE OF LAW

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## Code of Conduct for Students

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. All the students are expected to be present in the class well -within time and late coming will attract loss of attendance for the corresponding hour.
3. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
4. Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a "Thank you Sir/Miss" when the teacher leaves the class room.
5. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
6. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
7. All leave applications (Regular & Medical) shall be submitted in time, for sanction by concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
8. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.



9. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of RIMR academic values will be referred to the discipline committee.
10. As per the Govt. order, students shall not bring powered vehicles inside the campus.
11. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
12. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
13. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
14. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
15. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing gum, pan masala etc. are strictly prohibited.
16. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
17. Carefully handle the furniture, equipment's, fixtures and appliances of the college and lab.
18. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
19. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners etc. in the campus without the permission of the competent authority.
20. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
21. On duty leave applications will not be entertained beyond 10 working days from the actual date of leave under any circumstance. The maximum number of on duty leave admissible is restricted to 10 days per semester.



22. During internal examinations of 2 Hr period, students are not allowed to leave the hall within .
23. one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
24. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
25. Harassing juniors, ill treatment to other fellow students or any such form of ragging is\ objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
26. Miss behavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.

#### Discipline Committee

Sr. No.	Name	Designation	Status
01.	Dr.Sandeep Kulshrestha	Principal	Chair Person Ex-Officio
02.	Mr. Suraj Tomar	Assistant Professor	Coordinator
03.	Mr. Gaurav Sharma	Assistant Professor	Member
04.	Mr. Manoj Kumar	Librarian	Member
05.	Mr., Rakesh Kumar	Assistant Professor	Member
06.	Praksh Chandra Shrivastava	Student	Member
07.	Salman Khan	Student	Member





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## Code of Conduct for Teaching and Non-Teaching Staff

### A. Code of Ethics for Faculties:

In fulfillment of their obligations to the teaching profession, teachers will strive to:

1. Advance the interests of the teaching profession through responsible ethical practices.
2. Regard themselves as learners and engage in continual professional development.
3. Be truthful when making statement about their qualifications and competencies.
4. Contribute to the development and promotion of sound educational policy.
5. Contribute to the development of an open and reflective professional culture.
6. Treat colleagues and associates with respect, working with them in a very congenial environment.
7. Assist newcomers to the profession, disclosure is required by the law or serves compelling professional purpose.
8. Respect confidential information on colleagues unless.
9. Speak out if the behavior of a colleague is seriously in breach of this code.

### B. Identity CARD:

1. It is mandatory for faculty members to display Identity cards at all times when they are inside the college campus.



2. Faculties should avoid taking Identity cards from students when they are involved in undesirable activities. Identity cards can be demanded only to ascertain the identity of students. After noting the details of student, Identity card must be returned to the student concerned on the spot.

### **C. COMMUNICATING WITH PARENTS:**

- Faculty should not summon parents to the Institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the College Discipline Committee.

### **D. STUDENTS - LATE COMING:**

1. Students should not be denied entry into the classrooms / Labs when they report late for the classes. However, such students shall automatically lose attendance for those classes.
2. Teachers must desist from awarding physical punishments to students indulging in misbehavior in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.
3. Cases of indiscipline, misbehavior or insubordination should be dealt by departmental HoD or Principal level as such teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.

### **E. TAKING ATTENDANCE:**

1. Faculty members must take attendance within first 5 minutes of starting the period.
2. Latecomers should not be denied admission into the classes for being late. However, such students need not be given attendance.

3. Teachers are advised to refrain from awarding punishments like :

○ Dismissal from the class rooms



- Making them stand in the class rooms
  - Summoning their parents to campus
4. Trouble makers in the class rooms must be reported to the HoD / Principal / Director for further action.

#### **F. COURSE FILE:**

1. Every teacher must maintain a course file for each subject as well as lab offered during semester/year.
2. Course file shall have all the details mentioned in the check list mainly
  - Updated Bio Data of Faculty
  - Time Table of the Faculty
  - Copy of the Syllabus as given by University.
  - Lecture Plan
  - Two pages write up on each Unit
  - Lecture notes for each period
  - Date and time of preparation
  - Date and time of delivery
3. Every teacher must submit course file to HoD four times in a term for clarity.
4. Every teacher should submit the Course file after the Term end to HoD.

#### **G. CLASS ADJUSTMENT BEFORE GOING ON LEAVE**

1. As per the rules of the institute staff members must adjust their classes and show the consent of the substitute teacher to the HoD before going on leave.
2. Every teacher should display the Notice of Load adjustment on Notice board mentioning the name of substitute teacher and subject and also send on WhatsApp group of their respective class.



3. All the faculty members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.



Principal





# Appendix-II



# IMIRC COLLEGE OF LAW

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## Annual Report on Student Attributes Facilitated by Code of Conduct

Academic Year: 2019-2020

### Introduction

The year 2015 marked the inception of IMIRC College of Law, with a strong emphasis on instilling core values and ethical conduct in students as a foundation for responsible citizenship and legal professionalism. The college introduced a basic Code of Conduct aimed at fostering responsibility, respect, cultural sensitivity, and social consciousness among students.

### Purpose

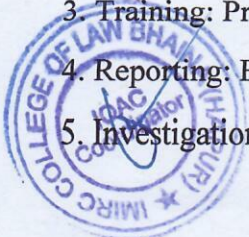
To establish a set of principles and guidelines that promote ethical behaviour, professionalism, and respect among all members of the IMIRC College of Law community.

### Objectives

1. Foster a culture of integrity, transparency, and accountability.
2. Promote respect, inclusivity, and diversity.
3. Ensure compliance with laws, regulations, and institutional policies.
4. Maintain academic excellence and professionalism.
5. Protect the reputation and interests of the institution.

### Implementation

1. Distribution: Make the Code of Conduct available to all students, faculty, staff, and stakeholders.
2. Orientation: Incorporate Code of Conduct into orientation programs for new students and employees.
3. Training: Provide regular workshops and training sessions on Code of Conduct principles.
4. Reporting: Establish a confidential reporting mechanism for violations.
5. Investigation: Conduct prompt and fair investigations into reported violations.





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6. Enforcement: Take disciplinary action against individuals who violate the Code of Conduct.

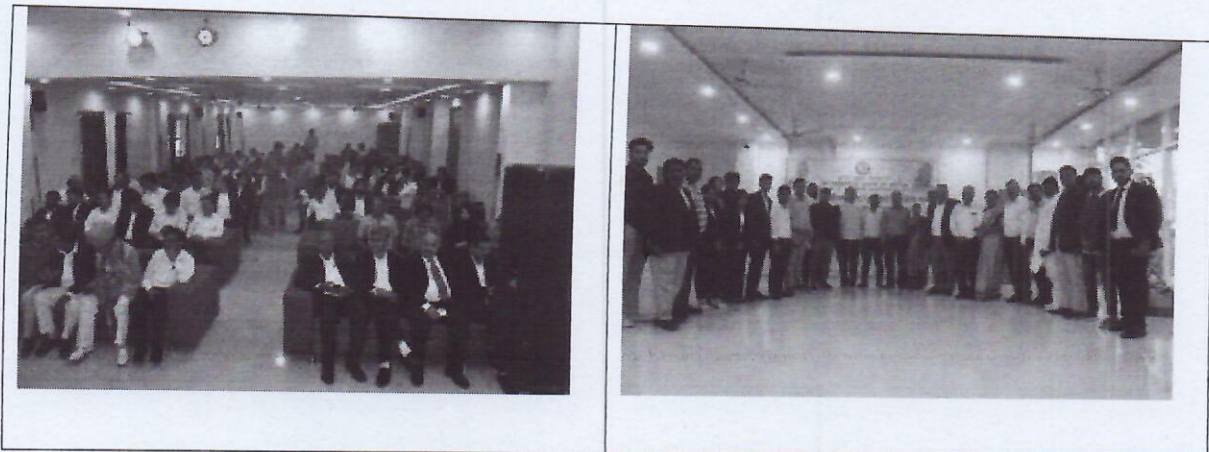
## Key Principles

1. Respect and dignity for all individuals.
2. Honesty, integrity, and transparency.
3. Accountability and responsibility.
4. Fairness and equity.
5. Confidentiality and privacy.
6. Professionalism and excellence.

## Notable Events and Initiatives

- **Constitution Day Celebration:** Workshops and lectures on constitutional values and the significance of civic responsibility.

**Conclusion** The foundational year emphasized the establishment of a disciplined and ethically driven student body. Through the Code of Conduct, students learned key principles that shaped their understanding of academic integrity and social responsibility.





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## Annual Report on Student Attributes Facilitated by Code of Conduct

Academic Year: 2020-2021

### Introduction

the college IMIRC College of Law College refined its Code of Conduct to include additional guidelines, especially focusing on ethical behaviour, accountability, and the introduction of a grievance redressal system. These measures were taken to align closely with the values outlined in NEP 2020, emphasizing ethical integrity and holistic student development.

### Code of Conduct Enhancements and Focus Areas.

The Code of Conduct now incorporated specific redressal mechanisms, allowing students to report grievances and violations. The institution's commitment to gender sensitivity, rights awareness, and ethical accountability was highlighted by collaborations with the Women Development Cell and other student-led groups.

### Key Student Attributes Facilitated

1. **Ethical Integrity:** Workshops organized by the Women Development Cell educated students on the importance of respecting others' rights, especially in gender-sensitive matters, fostering an atmosphere of respect.
2. **Social Responsibility:** Observances of Human Rights Day and World AIDS Day encouraged empathy and social awareness, engaging students in discussions about global issues and community service.
3. **Accountability and Leadership:** Through increased student participation in college committees, students learned leadership skills and became responsible for upholding the Code of Conduct.





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## Notable Events and Initiatives

- **Human Rights Day:** Activities and discussions focused on the importance of human rights in a democratic society.
- **Women's Equality Day:** Programs designed to promote gender equality and discuss laws related to women and children.

**Conclusion** The institution's enhanced Code of Conduct for 2020-2021 facilitated the growth of a socially responsible, ethically aware student body, ready to lead and serve society.





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## Annual Report on Student Attributes Facilitated by Code of Conduct

Academic Year: 2021-2022

### Introduction

Amid the COVID-19 pandemic, IMIRC College of Law adapted its Code of Conduct to an online format, ensuring that students maintained respect, responsibility, and ethical standards in a virtual learning environment. New guidelines focused on **cyber ethics**, digital responsibility, and the importance of community support in challenging times.

### Adaptations to the Code of Conduct

The Code of Conduct adapted to include online behaviour norms, emphasizing respectful communication and academic honesty in digital classrooms. Additionally, the college promoted mental wellness support, offering students resources to maintain resilience and empathy.

### Key Student Attributes Facilitated

1. **Adaptability and Resilience**: Online programs on mental wellness encouraged students to adapt to the new learning environment with empathy and resilience.
2. **Digital Responsibility**: Students were educated on cyber ethics, including respecting others' privacy in online platforms.
3. **Community Support and Empathy**: Online activities like the Friendship Day Extempore allowed students to express and support each other emotionally.





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## Notable Events and Initiatives

- **Mental Health Awareness Sessions**: Workshops aimed at maintaining mental wellness during the pandemic.
- **Friendship Day (Online)**: Extempore on "Friendship During COVID" encouraged students to share supportive experiences.

## Conclusion

The year's challenges enhanced students' resilience, adaptability, and digital responsibility, fostering a close-knit and empathetic student community





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## Annual Report on Student Attributes Facilitated by Code of Conduct

Academic Year: 2022-2023

### Introduction

With the transition back to in-person learning, the Code of Conduct was updated to reflect both physical and virtual responsibilities. The hybrid model encouraged adaptability, teamwork, and environmental responsibility.

### Code of Conduct Updates and Focus Areas

Students were encouraged to embrace **sustainable practices** and respect for community and campus resources. Collaborative leadership and peer mentorship were also emphasized, preparing students for teamwork and responsibility.

### Key Student Attributes Facilitated

1. **Environmental Responsibility**: Events like **World Environment Day** emphasized eco-friendly practices, motivating students to adopt sustainable habits.
2. **Leadership and Teamwork**: Increased opportunities in event planning and management enhanced leadership skills and cooperation.







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3. **Civic Awareness:** Observances of National Education Day and National Startup Day encouraged students to contribute to society through education and entrepreneurship.

## Notable Events and Initiatives

- **World Environment Day:** Activities promoting sustainability and green practices.
- **National Education Day:** Sessions on educational ethics and the importance of lifelong learning.

## Conclusion

The college's initiatives in 2022-2023 created a responsible, environmentally conscious, and civically engaged student body, aligning with the institution's Code of Conduct goals.





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## Annual Report on Student Attributes Facilitated by Code of Conduct

Academic Year: 2023-2024

### Introduction

This year marked the introduction of a comprehensive Code of Conduct in line with NEP 2020, focusing on holistic development. The institution emphasized peer mentorship, professionalism, and social justice awareness through hands-on community programs.

### Key Student Attributes Facilitated

1. **Global Awareness and Cultural Sensitivity**: Multicultural celebrations, such as International Transgender Day of Visibility, promoted cultural sensitivity.
2. **Community Service and Social Justice**: Legal aid camps encouraged students to understand community issues and promote justice.
3. **Professionalism**: Workshops and mentorship programs prepared students for their future careers with a focus on integrity and work ethics.

### Notable Events and Initiatives

- **Legal Aid Camps**: Provided students an opportunity to engage with community members and address legal issues.
- **International Women's Day**: Discussions on gender equity and cultural awareness, fostering empathy and understanding.

### Conclusion

The 2023-2024 academic year's initiatives ensured that students graduated with a strong sense of social responsibility, cultural awareness, and professional readiness, embodying the principles of the institution's Code of Conduct.



