



**BHARATI VIDYAPEETH'S
YASHWANTRAO CHAVAN LAW COLLEGE, KARAD**
(Affiliated to Shivaji University, Kolhapur)



7.1.10. The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

Sample copy

ADMISSION PROCEDURE

Since the Academic Year 2016-17, the Maharashtra Govt. (vide GR.No. CET - 2015/379, dated 4/12/2015) through its State Common Entrance Test cell, Maharashtra Govt. has announced CET for admission in all law college affiliated to statutory Universities in Maharashtra State. Hence, the admission to the first Year of both the law courses (3/5 Year, LL.B.) shall be made as per rules & regulations made by the Govt. of Maharashtra. Admission procedure for subsequent classes i.e. from second year shall be made as per Shivaji University. rules & regulations.

Admission to LL.M Course will be made as per rules & regulations of Shivaji University Kolhapur.

GENERAL RULES OF ADMISSION :

Generally, no admissions are allowed after the expiry of 30 days from the date of commencement of First Term. Students are therefore required to take admissions at the earliest after the declaration of their result of respective qualifying examination. The admission to the college course will be subject to the following rules.

- i) Admission must be taken in person by presenting the prescribed application form duly filled in and on payment of prescribed fees.
- ii) All admissions shall be provisional and shall be subject to confirmation by the Principal / University / CET Cell.
- iii) At the time of admission a student shall pay the prescribed fees.
- iv) The applicant will have to produce the following certificates at the time of admission.
 - 1) Original statement of marks of the qualifying examination with 2 certified copies.
 - 2) A student from the college affiliated to Shivaji University has to produce Transfer Certificate from that College. The application for such Transfer Certificate will be sent through this college in the prescribed form. Students should also take care that the college receives the Transference Certificate before the end of the First Term and make necessary enquiries about the same. The students should produce the receipts of T.C. fee paid in previous college.
 - 3) A student Migrating from another University has to obtain an Eligibility Certificate from Shivaji University by making an application in the prescribed forms through this college to the Shivaji University, Kolhapur.
 - 4) A student desiring to apply for Government Scholarship/Freeship/Concession such as E.B.C., B.C. etc. should submit an application in the prescribed form duly certified by the prescribed authority, before 31 st July otherwise he will have to pay full fees.

- 5) Foreign student desirous of securing admission in this college should produce his passport and Visa at the time of Admission. He should also produce a certificate from a competent authority for having undergone AIDS test and that it is found negative.
- 6) Eight Identity Card size recent photographs.

Students coming from other University should note the following procedure for obtaining eligibility certificate.

Students from Universities other than Shivaji University have to obtain an eligibility certificate from the Shivaji University before the end of the first term. Application for eligibility certificate is to be made to the Shivaji University in the prescribed form available in the college such application should be accompanied by -

- 1) Student will have to pay fee for eligibility certificate as prescribed by the Shivaji University.
- 2) A Migration Certificate from the Last University.
- 3) Original Marks Statement of the qualifying examination.
- 4) Transference Certificate from Last College.
- 5) University Certificate of passing the Qualifying Examination.

A student who does not produce his eligibility certificate before the end of the First Term after joining the college will not be granted said term.

In addition to above referred documents student has to submit Election Card, Bank Pass-Book & as per list affixed on notice board from time to time.

COLLEGE TIMING & HOURS OF INSTRUCTIONS :

- 1) Lecture Hours 8.30 am to 2.30 pm.
- 2) Office Timing: 09:00 a.m. to 5.00 p.m.
- 3) Library Hours: 08.30 a.m. to 5.00 p.m.

DRESS CODE

Boys : White shirt: Black Pant & Tie,

Girls : White Salwar-Kameez, White Dupatta, Black Pant & White Top.

GRANT OF TERMS (Attendance):

- a) A student shall attend at least 80% of lectures delivered in each subject in the academic year.
- b) Every student shall appear for internal and terminal examinations and secure satisfactory marks.
- c) Every student shall complete the assigned tutorials.

**INFORMATION FOR THE STUDENTS
SEEKING GOVT CONCESSION:**

- 1) Govt. concession for which he is eligible and shall produce documentary evidence at the time of Admission.
- 2) All students entitled to Govt. concession shall be admitted on payment of concessional admission fees. In case the Govt. concession is not awarded, these students will have to pay remaining fee immediately.
- 3) All the students who are eligible for Govt. Concession will be required to fill on-line application for scholarship and submit the same. Following Scholarship Schemes are available
 - A) Govt. of India scholarship to students belonging to Backward Classes such as Scheduled Castes, Scheduled Tribes, Nomadic Tribes, Vimukta Jaties etc (BC Category)
 - B) State Govt. Tuition fees, Examination fees, concessions to those Backward class students from Maharashtra State only, who are not eligible for the Govt. of India Scholarship (BC Category)
 - C) State Govt. free studentship to the Economically Backward class students from Maharashtra State only annual income of whose families from all sources do not exceed Rs. (EBC Category) (As per Govt. Circular)
 - D) State Govt. concessions to the children & grand children of the Freedom - Fighters and Ex-serviceman from Maharashtra State only.
 - F) Govt. of India Scholarship to the Physically handicapped

For more Details - [https : \)\) mahadbtmahait.gov.in](https://mahadbtmahait.gov.in)

- 4) Students entitled to any of these concessions should ascertain from the college office their eligibility for the particular concession for Law Course & apply for the same within eight days from the date of their admission.
- 5) Such students should try to be on college roll from the very first days of the academic year to fulfill the attendance and progress requirements strictly laid down by the Government.
- 6) Admission will be given strictly as per the rules of Shivaji University.

RULES OF DISCIPLINE :

Students should be regular and punctual in attending classes, tutorials and submissions of the term-work in various subjects. Terms shall not granted and a student shall not be certified for examination, if his progress, conduct and attendance is not satisfactory.

Ragging is strictly prohibited.

Every new entrants have to fill up online form of anti ragging affidavit on "www. antiragging.in" after admission and submit the hardcopy in office.

Code of Conduct for Students

The college has mentioned the code of conduct that the students are expected to follow. Violation of any of the following rules and regulations specified will lead to disciplinary action taken by the authorities against the concerned student.

- Students are expected to maintain a good environment conducive to academic pursuits and restrain themselves from passing any derogatory comment towards any religion/caste/creed etc.
- Regular & punctual attendance is compulsory for every student. A student will be considered non-Collegiate if his/her attendance in any subject/Group of subjects falls short of 75% but not below 60%. Candidates declared non-Collegiate may be allowed to fill in application forms for Examination on payment of requisite non-collegiate fees as per Calcutta University norms. A candidate who has not attended at least 60% of lectures delivered/practical class held in any subject/group of subjects shall be considered as defaulter and shall be debarred from appearing in any examination as per Shivaji University norms.
- Each student should carry his/her identity card inside the college which should be exhibited on demand. In case of loss of Identity Card Rs.100/- will be charged for issuing the duplicate Card.
- No outsider is to be entertained inside the college premises without the

prior permission from authority/teachers/staff.

- The college campus is to be kept clean and the garbage bins have to be used for waste disposal.
- Students should not gather or loiter unnecessarily in the corridors.
- Lights and fans have to be switched off before leaving the classroom to save energy.
- It is the responsibility of each student to look up the notice board regularly to remain updated. Ignorance about the notices cannot be an excuse in any case.
- For long and repeated absence on medical ground, students have to submit the prescription and certificate of a Registered Physician.
- Students must be present in the class within the scheduled time.
- Students must seek permission from the concerned teacher before entering or leaving during the lecture sessions.
- Ragging, in any form, is strictly prohibited inside and outside the college premises. Strict action (even rustication) would be taken against anyone found guilty in this matter (UGC Regulation 2009).
- Students' behaviour towards the teachers, non-teaching staff and other students should be decent and humble. Arrogant attitude or rude behaviour shown towards any would be considered condemnable and punishable as well.
- The students should take care of college properties and be careful to prevent any kind of damage. If identified, fine will be imposed on the particular student responsible for the damage and if not identified the entire class / section has to pay for the loss.
- Consumption of tobacco in any form (cigarette, Gutkha, Khaini) is strictly prohibited inside the college premises. Anybody found in such act would be penalized.

- Use of mobile phone/tablet/similar electronic gadget is strictly restricted inside the classroom/examination hall, library, laboratories and corridors. Violation of this rule may be followed by a penalty.
- Students must dress themselves in a simple and decent manner.
- Students must carry the Lending & Reference - cards with him or her to get the books issued / return.
- Students are not permitted to use anyone else's Lending & Reference cards.

Prohibition of Ragging

According to Ordinance XV-C, ragging means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and include individual or collective acts or practices which -

- Involve physical assault or threat to use physical force.
- Violate the status, dignity and honour of women students.
- Violate the status, dignity and honour of students belonging to the SC/ST.
- Expose students to ridicule and contempt and affect their self-esteem.
- Entail verbal abuse and aggression, indecent gestures and obscene behavior.
- Students of the College are expected to behave responsibly, both inside and outside the College.

Ragging in any form is a criminal offense and is strictly prohibited. Any occurrence should be immediately reported to the anti-ragging Committee.

The Principal of the College is authorized under the Ordinance to take immediate action on any information of the occurrence of ragging. Any student found ragging freshers may be either expelled, rusticated for a specified period or the results of the student/s concerned in the examination in which they appeared be canceled.

Policy Statement

The college has a prescribed code of conduct for students, teachers, administrators and other staff and organizes periodic programmes in this regard. This has been designed to provide all the stakeholders of the college a broader view of all the institutional policies, regulations and guidelines for the smooth conduct of academic and co-curricular activities, along with the attainment and fulfillment of interdisciplinary social responsibilities at different levels.

The college follows the Ordinance and statutory regulations of the Shivaji University Kolhapur that has laid down the procedure for maintenance of discipline among its stakeholders. The college adopts the same ordinance while implementing its code of ethics. The detailed ordinance could be found on the website of Shivaji University Kolhapur.

Orientation Program

All students are made aware of the code of conduct during admission, during the Orientation Program and during the class all through the session. The Principal, departmental teaching and non-teaching staff looks after the matter individually.

It provides information on Administrative Structure, Extracurricular and Co-curricular Activities and Faculty Conveners, Statutory Committees on Discipline and Empowerment Student Entitlements, University and Government Scholarship Schemes including reserved category Awards and Fellowships, Academic Requirements (Statutes and Ordinances) related to Absence and Leave, Attendance, Internal Assessment, Conduct Rules at Examinations, Classification of Results, Eligibility for award of Degree, Promotion Criteria, Code of Conduct; Prohibition and Punishment for Ragging; Sexual Harassment policy and Internal Committee; Statutory Undertakings, Grievance Committee Schedules Academic Calendar; Activity Calendar Campus Details, College, Police and Women Desk Helpline numbers .

The Principal and Secretary of Governing Body looks after the matter of

teaching and non- teaching staff and whether they are following the code of conduct.

If any issues develop, the matter is being discussed one-to-one, though no such serious matter has ever taken place.

These codes of conducts are illustrative in nature, other rules prescribed by the BCI, Shivaji University and College authorities are equally important and has binding obligation to observe.

Code of conduct for students, teachers, administrative staff and for others are displayed at conspicuous places of college premise.

Periodic programs are also conducted for maintaining cordial and healthy relation between all stakeholders.

The rules of disciplines and code of conduct are also provided in prospectus of the college as well as in syllabus prescribed by the university.

Various statutory and non-statutory committees are established in the college as per the mandate of UGC. These committees help to console students and staff on various issues which ultimately results in smooth functioning of college.

Expected Outcomes

- The constitution of code of conduct committee, professional ethics following the university ordinances and guidelines regarding maintenance of Discipline on the campus, prohibition of and punishment of Ragging and sexual harassment, Human Rights, examination, classes, Institutional values, university ordinances, legislation, and other support services.
- The College has institutionalized mechanisms to sensitize all stakeholders regarding professional ethics, human values, gender equity and environment sustainability through its interdisciplinary approach and

various academic and extracurricular endeavors.

- The college expects exemplary behavior from its students as is expected of those who are torchbearers of great traditions and shall be leaders of tomorrow. Above all, the students are expected to uphold the constitutional values as well as institutional values, and be proactive partners in the college's mission of providing excellence in education with equity.

Code of Conduct for Teaching Staff

The faculty members are expected to be professional and responsible to maintain a positive work environment. They should abide by the rules and regulations of the college, and be diligent and punctual in carrying out all duties.

The teaching staff is expected to:

- Maintain punctuality by reporting to college on time
- Ensure the all-round development and well-being of the students by having a caring approach towards them
- Be respectful towards their colleagues and other staff members
- Follow the leave-taking rules of the college
- Display due diligence in the performance of duty
- Not to be engaged in any harassment of any employees of the college

Code of Conduct for Non-Teaching Staff

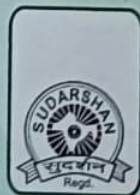
The non-teaching staff is supposed to assist and support the academic and

Administrative departments of the college and is expected to:

- Maintain punctuality by reporting to college on time
- Must follow regulations pertaining to attendance and discipline and report about late coming or leaving college early to Principal in advance
- Be respectful towards their colleagues and other staff members
- Follow the leave-taking rules of the college
- Display due diligence in the performance of duty
- Not to be engaged in any harassment of any employees of the college


BHARATI VIDYAPEETH'S
YASHWANTRAO CHAVAN LAW COLLEGE, KARAD

DISCIPLINE COMMITTEE




Sudarshan

National Anti Ragging Helpline
Ph : 1800 180 5522
E-mail : helpline@antiragging.in


 SOCIAL TRANSFORMATION THROUGH DYNAMIC EDUCATION
BHARATI VIDYAPEETH'S
YASHWANTRAO CHAVAN LAW COLLEGE,
KARAD.
Anti Ragging Committee

■ Dr. P. B. Chavate	I/c Principal	President
■ Shri. S. H. Mane	Asst. Prof.	Member
■ Shri. R. V. Mohite	Asst. Prof.	Member
■ Ms. Tejaswini Jadhav	Student Representative	Member
■ Mr. Rohit Madane	Student Representative	Member
■ Ms. Komal Chavan	Student Representative	Member
■ Mr. Abhaysinh Desai	Student Representative	Member
■ Mrs. Sharada Patil	Non-Teaching Representative	Member
■ Mr. Chaitanya Kanase	Asst. RTO Inspector	Member
■ Shri. M. S. Khairnar	Asst. Prof.	Secretary


BHARATI VIDYAPEETH'S
YASHWANTRAO CHAVAN LAW COLLEGE,
KARAD.
LIBRARY RULES

1. No admission without Identity Card.
2. Borrower's Ticket is not transferable.
3. The books issued must be returned on or before last date stamped on the due date slip of each book.
4. The borrower should check physical condition of the Books before getting it issued. If any discrepancy found, then it should be brought to the notice of the person issuing the books.
5. A borrower is responsible for safe custody and return of the Books.
6. Books belonging to Reference section are not issued out of the library.
7. Use of mobile phone is prohibited inside Library.
8. Do not bring any document or book inside reference section.
9. Damage to any book or reference collection shall have to be made good by concerned reader.
10. Readers are suggested to follow the Library Rules, strict action will be taken against any misconduct.
11. All Users must have to Sign Library In-Card Register.

Librarian _____ Principal _____

GPS Map Camera


Arrival



Google

New Arrival

Malkapur, Maharashtra, India
 754H+VQR, Malkapur, Maharashtra 415110,
 India
 Lat 17.257458°
 Long 74.17953°
 15/02/23 01:04 PM GMT +05:30


 SOCIAL TRANSFORMATION THROUGH DYNAMIC EDUCATION
BHARATI VIDYAPEETH'S
YASHWANTRAO CHAVAN LAW COLLEGE,
KARAD.
NAAC'S STUDENT CHARTER

A. An Institution's Responsibilities towards Students
 The institution shall

- Communicate its goals and objectives systematically and clearly to all students.
- Offer programmes that are consistent with its goals and Objectives.
- Offer a wide range of programmes with adequate academic flexibility.
- Obtain feedback from students on the initiation, review and redesign of programmes, if and when necessary.
- Facilitate effective running of the teaching-learning programmes.
- Implement a well-conceived plan for monitoring student progress continuously.
- Ensure that the student assessment Mechanism is reliable and valid.
- Provide clear information to students about admission and completion requirements for all programmes, the free-structure and refund policies, financial aid and student support services.
- Ensure sufficient and well-run support services to all students.
- Promote healthy practices

B. Students' Responsibilities of Learning
 The Student shall

- Appreciate the institutional goals and objectives and contribute of the realisation of the same by participating in relevant institutional activities.
- Have a clear knowledge of the programmes, admission policies, rules and regulations of the institution.
- Follow the time schedules, rules and regulations of the institution.
- Undertake regular and intense study of learning materials.
- Make optimum use of the learning resources and other support services available in the institution.
- Prepare for continuous internal assessment and term-end examinations.
- Give feedback for system improvement.
- Have faith and ability to pursue life long learning.
- Live as worthy alumni of the institution.

Courtesy : "NAAC" Bangalore

Teacher's Prayer

I want to teach my students
 How to live this life on the earth,
 To face its struggles and its strife
 And
 To improve their worth not
 Just the lesson in a book or
 How the rivers flow
 But
 How to choose the proper path
 Wherever they go,
 To understand eternal truth and know
 The right from the wrong
 And
 Gather all the beauty of a flower and a song for it
 I help the world to grow in wisdom and in grace
 Then I shall feel that I have won and
 I have filled my place.
 So, "God" - I ask your guidance,
 That I may do my part
 For character and confidence
 And happiness of heart.