



Metric No: 7.1.10: The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programs in this regard.

PROFESSIONAL ETHICS POLICY

Preamble

The governing institutional ethics are framed for all the employees of the institution to ensure obeisance to the motto '**Samyak Darshan, Jnana, Carithrani**'. These are desired to be the foundation and guiding spirit in the institution.

General ethical practices applicable to all in the institution

Integrity

- Being honest and responsible in all the duties,
- Being incorrupt.
- Being confidential regarding official matters
- Being committed and sincere to the assigned task.
- Being positive about the institution while talking to outsiders and expressing grievances if any only with the concerned person.

Honesty

- Being fair in all academic and non-academic duties of the institution that is assigned
- Being open minded and truthful.
- Being regular to the duty.
- Being concerned to inform in case of inability to attend the duty
- Contributing to the best of one's ability and coming forward with new ideas and suggestions for institutional development
- Being a strong pillar of the institution

Positivity

- Being positive and showing positive emotions and attitudes
- Being motivational to all the colleagues and students



- Being supportive enabling others to perform at a higher level and achieve individual and institutional progress
- Contributing in the meeting with positive tone, without diminishing the spirit of the point of discussion
- Being appreciative of even small achievements of colleagues and students and encouraging to perform still better

Cooperation

- Being a team builder, hand holding whenever needed
- Being a guide, educating and sharing the knowledge
- Willingness to join hands in any task of the institution

Respect

- Being respectful
- Being humble.
- Treating colleagues and students, with respect
- Being polite and gentle in all dealings

Collaboration

- Being a contributor finding opportunities for bringing in expertise to the institution/Dept by academic partnering with other departments or other institutions
- Being considerable contributor in all assigned responsibilities assigned

Quality

- Aiming at the highest level of performance and relevance.
- Exceeding the expectation of the stakeholders.
- Not being stagnant.



- Inculcating the same amongst the students.
- Being neat, tidy and presentable
- Being quality conscious
- Being highly resourceful

Governing ethical values of teaching fraternity in the institution

- To attend learners first- may be concerning subject, emotional difficulty, adjustment problem, disinterest in learning
- To be caring - Guidance, moral values, models to imbibe, moral support
- To understand their needs both academic and emotional
- To accept the learners without biases- every learner has potential for growth and development, so duty of the teachers is to give full support without any prejudices
- To instil the curiosity among learners – the learners may lose interest and therefore the teachers are required to be inspiring and motivating
- To provide greater momentum in learning- associating with learners undertaking joint study projects for taking the study curve moving upward rather than allowing it to go downward.
- To give challenging tasks to the students to enable them to be competitive in the larger world

Governing ethical values of office staff in the institution

- To give a smiling service
- To be polite
- To provide information regarding scholarships and other benefits well in advance to the students and extend all the support to avail it
- To be prompt in completion of the routine Jobs
- To be conscious of neatness in the work
- To being punctual



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- To be willing to take additional responsibilities
- To bring oneness in the office and with the staff and students
- To adhere to the Governing Ethical values of the institution
- To be humble, polite, open
- To learn all the necessary skills for improving the job with quality
- To be always in workplace unless assigned with some other duty
- To ensure security and confidentiality of the section in which posted
- To be courteous with parents and visitors
- To maintain neatness, cleanliness, and tidiness in workplace

Governing ethical values of support staff in the institution

- To be hospitable to all others in the campus
- To assist teaching faculty, office staff, students, and visitors
- To create a homely atmosphere for all those who visit the institution
- To maintain neatness, cleanliness, and tidiness in the campus
- To treat every individual with smile and courtesy
- To be available at any needy situation.
- To be punctual and honest in all the work

SDM College-Institutional values

- Not to take success for granted and not to be complacent
- Not to rest on laurels
- Not to slow down or give up
- To add values to the work and try to be creative
- To keep the learning curve moving vertically



Policy on Social Responsibility (Human Values)

POLICY FOR SOCIAL RESPONSIBILITY

Legal education for all within affordable fees being the motto of the college, the college strives to provide legal education to all sectors through minimum fees standard. Since its inception, the institution has focused its efforts in creating awareness about the need for quality legal education in the city of Mangalore which is not only restricted to the Mangalore region but also to neighbouring districts and State.

The institutional vision is “to impart holistic knowledge of law and mould students to be competent legal professionals, committed to the cause of community development through sustained academic activities and research thereby promoting empowerment through legal education for building an ethical society” which clearly focuses on the social responsibility which is to be developed by the students in their curriculum. The institution provides ample opportunity for the students to learn about the subjects they have chosen to study and imbibe a sense of social responsibility. It is presumed that young professionals who enter the college are encouraged to contribute to the society through various extracurricular and extension activities conducted by the college. The college consists of various cells and committees set up for the purpose of imparting a sense of social responsibility among the students. The College has around 40 cells and committees under the head of statutory, student support and institution specific cells and committees. The students are allowed to take a maximum opportunity in learning their social responsibility through these cells and committees. Proper guidance and support provided by the institution led for reinforcement of ethical and social responsibilities. Adequate and proper institutional mechanism for promoting the responsibilities is earnestly undertaken.



The objectives for fostering social responsibility in legal education are:

- To promote social belongingness among students and staff and generate sensibility for challenges in society.
- To develop a strong work ethic through striving for excellence.
- To develop a sense of personal and academic integrity
- To contribute to a larger community both the educational community
- To take seriously the perspectives of others to form one's own judgments.

Scope

This policy applies to all stakeholders of the institution.

Policy

Social Responsibility is the commitment to contribute to sustainable economic development with an ethical foundation working with students, staff, the local community and society at large to improve quality of life in ways that are both good for the community and for social development.

Strategy/ Programmes: The commitment towards social responsibility is being achieved through the following strategies:

Community service through NSS, rangers and rovers, legal aid and extension, eco club and other various cells instituted in the college extending their expert services to the community at large.

Awareness Promotion Campaigns: The students shall regularly participate and conduct Awareness promotion rallies, Campaigns, and activities on the following themes: Non-compliance with Traffic Rules, Anti sexual abuse and several other legal awareness programme, street play, beach cleaning drive, walkathon etc. Some of these rallies are



conducted on days of National importance such as Constitution day, Gandhi Jayanti, Independence Day, Ambedkar Jayanti, etc to sensitize students, staff and neighboring communities.

Linking learning with Community Service: students and teachers apply their knowledge and skills in a chosen community to improve the lives of people in that community. Under the 'Village Adoption' scheme, the NSS unit adopts a specific village and then provides opportunities to students from various disciplines to apply their knowledge to address the challenges of that specific community.

Linking research with community knowledge: faculties and students are encouraged to take up local issues for research.

Knowledge sharing & knowledge generation: the knowledge available with the students and teachers in various disciplines is made available to the local community to realize its developmental aspirations. These can take the forms of enumerations, surveys, camps, training, study reports, teaching and health services in poor communities, share lectures, and faculty as resource persons at the community level etc.

Inviting practitioners and local experts to deliver guest talks: legal luminaries from various fields including DLSA are invited to provide information and knowledge to the budding lawyers to deal with the societal issues. Legal profession being service oriented, the students are encouraged to inculcate the societal responsibility in their profession from the classroom itself.

Besides these initiatives, the institution also fulfils social responsibility through the following activities and practices formulated by the college:

- Spandane programme by NSS
- 5 Rupees Revolution (help us to help them)
- Mane Manege Kanoonu by Legal Aid Extension Cell
- Beach clean drive by Eco club



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- Periodical Green Audit that monitors and takes initiatives to support energy conservation, carbon neutrality etc.
- Fundamental Duties Awareness Campaign
- Blood Donation Camp
- Human Rights Campaign
- Faculty as Resource Persons at Community level programmes
- Student Activities such as Quiz, Class Seminars, Debates, Panel Discussions, etc.



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Policy Document on Code of Ethics

Code of Conduct for the Teaching and Non- Teaching Staff

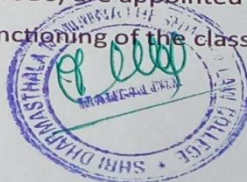
The code of conduct for both teaching and non-teaching staff within a college establishes the foundation for professionalism, respect, and ethical behavior within the educational environment. It mandates adherence to high standards of integrity, honesty, and fairness in all interactions with students, colleagues, and the wider community. The code emphasizes the importance of continuous professional development, compliance with relevant policies and regulations, and the responsible use of college resources to fulfil their roles effectively and contribute positively to the college community.

General Code of Conduct

1. **Attendance:** Both teaching and non-teaching staff must ensure their punctuality using the Biometric Machine.
2. **Leave Approval:** Prior approval from the principal is necessary before applying for leave, except in emergencies.
3. **Movement Record:** Staff members should document their movements outside the college premises during work hours in the Movement Register, with permission from the principal or, in the absence of the principal, from the vice principal.
4. **POSH Committee:** A POSH Committee is formed for addressing any issues pertaining to Prevention of Sexual Harassment.

For Teaching Staff

- **Staff Advisor:** A staff advisor is appointed to facilitate communication between the Head of the Institution and the faculty.
- **Office Manager:** An office manager is to facilitate communication between Head of the Institution, teaching, and non-teaching staff for the purpose of sharing detailed information of students, to look into examination related matters, college admission related matters, to maintain staff service register.
- **HOD Appointments:** Heads of Departments (HODs) are appointed for law and humanities departments to ensure smooth functioning of the classes and to address student-related issues.





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- **Class Arrangements:** Faculty must make arrangements for their classes in case of absence to ensure the smooth functioning of the regular classes.
- **Work Diary:** Faculty are provided with work diaries to maintain records of their classes and other administrative tasks on a daily basis.
- **Dress Code Compliance:** Faculty are responsible for ensuring that students adhere to the college's dress code.
- **Student Attendance and Behavior:** Faculty are responsible for monitoring student attendance and on-campus behavior.

For Non- Teaching Staff

- **Office Manager:** Office manager is to facilitate communication between the Head of the Institution, teaching, and non-teaching staff.
 1. The office manager looks over the functioning of the college office under the supervision of the Head of the Institution.
 2. The office manager is responsible for the distribution of work among the non-teaching staff, maintenance of the college facilities.
 3. The maintenance of the service register of all staff members to ensure accurate records of employment history within the institution.
 4. Allotment of works to the office staff and execution of the same.




PRINCIPAL

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