



Dhirajlal Talakchand Sankalchand Shah College of LAW

Kurar, Malad (East), Mumbai – 400 097. (M.S.) Tal. Borivali, Dist.: Mumbai.

Tel. Off. : M : 8591377595 / 8591376800 / 8433888534

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Affiliated to University of Mumbai & Approved by Bar Council of India

e-HANDBOOK

COMPREHENSIVE POLICIES GOVERNING OPERATIONAL ASPECTS OF D.T.S.S. COLLEGE OF LAW

1. INTRODUCTION

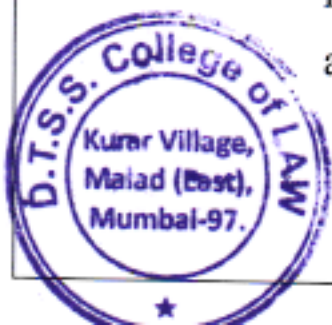
Welcome to D.T.S.S. College of Law, an institution dedicated to the pursuit of legal excellence and the cultivation of future leaders in the legal profession. Our college is renowned for its commitment to providing a comprehensive legal education that integrates theoretical knowledge with practical skills, ensuring our graduates are well-equipped to meet the challenges of the legal field.

Situated in a state-of-the-art, seven-story building, D.T.S.S. College of Law boasts a campus that is designed to foster an optimal learning environment. Our modern facilities are equipped with cutting-edge technology and resources to support our students' academic and extra-curricular activities.

One of the key features of our CCTV enabled campus is the extensive Wi-Fi coverage, providing students with seamless access to online resources, research databases, and virtual learning platforms. This ensures that our students can stay connected and engaged with their studies from anywhere on campus, facilitating a dynamic and interactive educational experience.

In addition to robust internet connectivity, the college offers a range of modern amenities designed to enhance the overall student experience. These include:

- **Moot Court:** A dedicated space for moot court activities, where students can practice and refine their advocacy skills in a simulated courtroom environment.
- **Computer Lab:** Equipped with the latest hardware and software, our computer lab provides students with the necessary tools to conduct legal research, complete assignments, and develop their technological proficiency.



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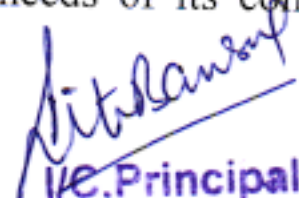
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- **Library:** Our well-stocked library houses an extensive collection of legal texts, journals, and electronic resources, supporting the diverse academic needs of our students and faculty.
- **Research Room:** The College is committed to fostering a culture of academic excellence and intellectual curiosity among its students. As part of this commitment, the college provides a dedicated Research Room for students. This facility is specifically designed to support the research endeavours of our students, offering a conducive environment for in-depth study and scholarly activities.
- **Legal Aid Centre:** The College is proud to host a Legal Aid Centre dedicated to providing free legal assistance and promoting access to justice for underprivileged and marginalized communities. The Legal Aid Centre embodies the college's commitment to social responsibility and community service, while also offering students invaluable practical experience.
- **Conference/Seminar Hall:** A versatile space for hosting seminars, workshops, guest lectures, and other academic events, fostering an environment of continuous learning and professional development.
- **Auditorium:** A large, modern auditorium for hosting major events, including conferences, cultural activities, and guest speaker sessions, promoting a vibrant campus life.
- **Visitors Room:** The College understands the importance of creating a welcoming environment for guests and visitors. To facilitate this, the college has established a dedicated Visitors Room. This space serves several key purposes and is designed to ensure that all visitors to the campus have a comfortable and pleasant experience.

Further, the College is dedicated to creating an inclusive, safe, and sustainable learning environment for all its students and staff. To this end, the college has implemented several key infrastructural features that cater to the diverse needs of its community while promoting environmental sustainability. It includes:




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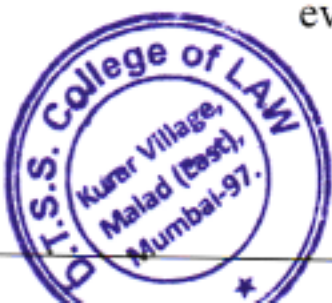
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- **Installation of Solar Panels:** In alignment with our commitment to sustainability, the college has installed solar panels on campus. These panels harness solar energy, significantly reducing our dependence on non-renewable energy sources. This initiative not only lowers the college's carbon footprint but also promotes the use of clean, renewable energy, setting an example for environmental stewardship within the community.
- **Girls' Common Room:** Understanding the importance of providing a comfortable and private space for female students, the college has established a Girls' Common Room. This space serves as a retreat where female students can relax, study, and interact with peers in a supportive and secure environment. It is equipped with comfortable seating, study areas, and other amenities to ensure a conducive atmosphere for personal and academic activities.
- **Boys' Common Room:** Similarly, the college has provided a Boys' Common Room. This space offers male students a place to unwind, study, and engage in discussions with fellow students. It is designed to foster camaraderie and support among male students, contributing to their overall well-being and academic success.
- **Separate Washrooms for Boys and Girls on Every Floor:** To ensure convenience and maintain high standards of hygiene, the college has installed separate washrooms for boys and girls on every floor of the building. These facilities are regularly cleaned and well-maintained, providing a comfortable and sanitary environment for all students and staff.
- **R.O. Drinking Water Facility on Every Floor:** Access to clean drinking water is essential for the health and well-being of everyone on campus. Therefore, the college has installed Reverse Osmosis (R.O.) drinking water facilities on every floor. These water stations ensure that students and staff have continuous access to safe and purified drinking water, promoting hydration and overall health.
- **Emergency Exits to Adjacent Building on Every Floor:** Safety is a top priority at D.T.S. College of Law. To enhance emergency preparedness, the college has established emergency exits to adjacent buildings on every floor. These exits provide additional evacuation routes in case of emergencies, ensuring a swift and safe exit for all



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occupants. Regular safety drills and clear signage ensure that everyone on campus is familiar with these exits and prepared to use them effectively in an emergency.

committed to creating an inclusive and accessible environment for all students, including those with disabilities. Recognizing the diverse needs of our community, we have implemented various features and facilities to ensure that our campus is 'Divyang' (differently-abled) friendly.

- **Ramps and Slides for Wheelchairs:** To facilitate easy movement for students with mobility impairments, the college has installed ramps and slides at key locations across the campus. These ramps ensure that wheelchair users can access all areas of the college without encountering barriers, promoting independence and ease of movement. The gentle slopes and strategic placement of these ramps make navigation simple and efficient for everyone.
- **Availability of Wheelchair:** Understanding that some students and visitors may require additional mobility support, the college provides wheelchairs on campus. These wheelchairs are available at designated points and can be accessed whenever needed, ensuring that mobility challenges do not hinder anyone's ability to participate fully in academic and social activities.
- **'Divyang' Friendly Washroom:** Inclusivity and dignity are central to our infrastructure planning. The college has dedicated 'Divyang' friendly washrooms, equipped with features designed to accommodate the needs of differently-abled individuals. These washrooms are spacious and include handrails, lower sinks, and other adaptive fixtures to ensure that users can maintain their independence and comfort. Separate from standard facilities, these washrooms provide privacy and ease of use for those who need them.

Thus, at D.T.S.S. College of Law, we are committed to providing an environment that not only supports academic excellence but also encourages personal growth and professional development. Our modern amenities and dedicated faculty and staff work together to create a nurturing and stimulating atmosphere, ensuring that our students are prepared to excel in their legal careers and make meaningful contributions to society.

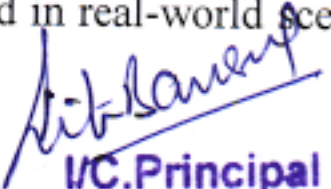
The College is dedicated to fostering an environment of academic excellence, professional growth, and ethical integrity. To achieve this, the college has established clear and comprehensive policies that govern various operational aspects, including academic affairs, student conduct, faculty responsibilities, administrative procedures, and faculty recruitment and retention. These policies are designed to ensure a transparent, fair, and efficient functioning of the institution.

2. ACADEMIC AFFAIRS

2.1 Curriculum Implementation

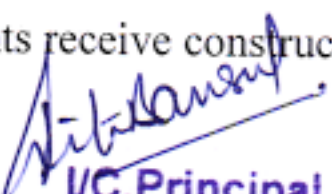
- **Curriculum:** The curriculum is devised by the University of Mumbai. This structured curriculum provides a cohesive framework that guides our teaching and assessment methods, ensuring consistency and academic rigor across all courses.
- **Session Plans:** To maintain the integrity and quality of our academic programs, faculties are required to submit detailed session plans at the beginning of each term. These plans outline the topics to be covered, teaching methodologies, and assessment strategies for each session. Faculties are expected to adhere to these plans and ensure that the syllabus is completed within the stipulated time frame. This disciplined approach ensures that all course material is thoroughly covered, allowing students to achieve their learning outcomes effectively.
- **Preparation and Discussion of Case Laws:** An integral part of legal education is the in-depth analysis and discussion of case laws. Faculties are responsible for preparing comprehensive lists of relevant case laws that will be discussed with students throughout the course. These case law discussions provide students with practical insights into how legal principles are applied in real-world scenarios, enhancing their analytical and critical thinking skills.




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- **Integration of Tutorials:** Tutorials are a mandatory component of the teaching schedule as per the BCI guidelines. These interactive sessions complement traditional lectures by providing a platform for more personalized learning and in-depth discussion. During tutorials, students can engage more closely with faculty members, clarify doubts, and explore complex legal concepts in greater detail. This approach ensures that students receive the support and guidance they need to excel in their studies.
- **Integration of Technology in Teaching:** Recognizing the importance of modern technology in enhancing educational outcomes, faculties at the College are expected to integrate technology into their teaching practices. This includes the use of digital resources, online databases, and educational software to supplement traditional teaching methods. By incorporating technology, faculties can create dynamic and interactive learning environments that engage students and facilitate better understanding of complex legal topics.
- **Course Delivery:** Courses are delivered using a blend of traditional lectures, interactive seminars, and practical workshops. Recognizing the importance of modern technology in enhancing educational outcomes, faculties at the College are expected to integrate technology into their teaching practices. This includes the use of digital resources, online databases, and educational software to supplement traditional teaching methods. By incorporating technology, faculties can create dynamic and interactive learning environments that engage students and facilitate better understanding of complex legal topics.
- **Assessment and Evaluation:** A comprehensive assessment system includes written examinations, project work, moot court participation, paper presentations, viva-voce and continuous assessment through assignments and presentations. Feedback mechanisms are in place to ensure that students receive constructive feedback on their performance.




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2. Academic Integrity for Non-Teaching Staff

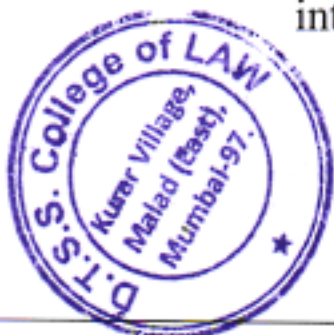
Non-teaching staff at D.T.S. College of Law play a crucial role in supporting the academic environment. Their commitment to academic integrity includes:

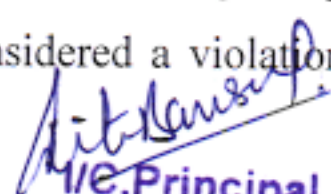
- **Confidentiality of Records:** Non-teaching staff must handle academic records, student information, and administrative data with the highest level of confidentiality. Unauthorized access or disclosure of sensitive information is strictly prohibited.
- **Accurate Reporting:** Staff members are responsible for maintaining accurate records and reports related to academic affairs. This includes proper documentation of grades, attendance, and other academic activities.
- **Support for Academic Policies:** Non-teaching staff should support and enforce academic policies consistently. They must ensure that academic processes, such as examination schedules and registration procedures, are managed ethically and transparently.
- **Professional Conduct:** Non-teaching staff should engage with students and faculty in a professional manner, providing support and assistance as required. Any form of bias, favouritism, or unethical behaviour is not tolerated.

3. Academic Integrity for Students

Students at the College are expected to uphold academic integrity in their academic endeavours. This includes:

- **Original Work:** Students must ensure that all assignments, essays, and projects are their own original work. Plagiarism, which involves using someone else's work or ideas without proper citation, is a serious offense and is strictly prohibited.
- **Honest Examination Practices:** During examinations, students are required to adhere to the rules and regulations set by the college. Cheating, including using unauthorized materials or seeking unauthorized assistance, is considered a violation of academic integrity.




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- **Respect for Intellectual Property:** Students should respect the intellectual property rights of others. This involves properly citing sources in their work and not misusing or misappropriating materials and ideas.
- **Report Violations:** Students have a responsibility to report any observed violations of academic integrity to the appropriate authorities. This ensures that all instances of dishonesty are addressed and resolved appropriately.
- **Ethical Behaviour:** Beyond academic work, students are expected to conduct themselves ethically and responsibly in all aspects of their college life. This includes respecting faculty, peers, and college policies, and engaging in activities that contribute positively to the academic community.

2.3 Student Support Services

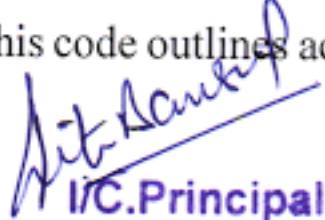
- **Advising and Mentorship:** Academic advisors and mentors are assigned to students to provide guidance on course selection, career planning, and personal development. Regular meetings between advisors and students are scheduled to address any academic or personal issues.
- **Counselling Services:** Professional counselling services are available to support students' mental health and well-being. These services include individual counselling, group therapy, and workshops on stress management and coping strategies by a Psychologist. Psychology and Yoga Sessions for overall development of students are held once in a week.

3. STUDENT CONDUCT

3.1 Code of Conduct [Available on the website www.dtsslawcollege.org]

- **Behavioural Expectations:** Students are expected to adhere to a code of conduct that promotes respect, integrity, and responsibility. This code outlines acceptable behaviour, dress code, and the use of college facilities.




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- **Disciplinary Procedures:** A clear disciplinary procedure is in place to address violations of the code of conduct. This procedure includes investigation, hearing, and the imposition of appropriate sanctions ranging from warnings to expulsion.

3.2 Anti-Discrimination and Harassment Policy

- **Non-Discrimination:** The college is committed to providing an inclusive environment free from discrimination based on race, gender, sexual orientation, religion, disability, or any other protected characteristic. All members of the college community are expected to uphold this commitment.
- **Harassment Prevention:** A comprehensive policy against harassment, including sexual harassment, is enforced. This policy includes procedures for reporting, investigating, and addressing complaints of harassment, ensuring that all allegations are handled with sensitivity and confidentiality.

3.3 Safety and Security

- **Campus Safety:** Measures are in place to ensure the safety and security of students, including 24/7 security personnel, CCTV surveillance, and emergency response protocols. Regular safety drills and awareness programs are conducted to prepare students for potential emergencies.
- **Substance Abuse Prevention:** The college prohibits the use of drugs and alcohol on campus. Substance abuse prevention programs, including educational workshops and support services, are provided to promote a healthy and safe environment.

4. FACULTY RESPONSIBILITIES

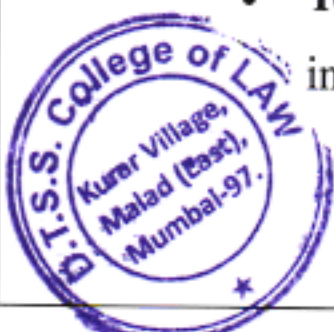
4.1 Code of Conduct [Available on the website www.dtsslawcollege.edu]

4.2 Teaching and Research

- **Teaching Excellence:** Faculty members are expected to deliver high-quality instruction, engage in continuous professional development, and stay updated with the

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latest advancements in their field. Regular evaluations and peer reviews are conducted to ensure teaching effectiveness.

- **Research and Scholarship:** Faculty members are encouraged to engage in research and contribute to the body of legal knowledge. The college provides support for research activities, including grants, resources, and opportunities for publication and presentation.

4.3 Professional Conduct

- **Ethical Standards:** Faculty members are expected to adhere to the highest ethical standards in their professional conduct. This includes maintaining academic integrity, respecting confidentiality, and avoiding conflicts of interest.
- **Mentorship and Advising:** Faculty members are responsible for mentoring students, providing academic advising, and supporting their professional development. This includes guiding students in research projects, internships, and career planning.

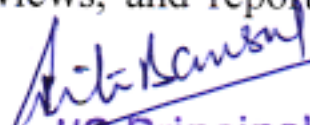
5. ADMINISTRATIVE PROCEDURES

5.1 Governance and Decision-Making

- **Administrative Structure:** The college has a clear administrative structure with defined roles and responsibilities for various administrative positions. This ensures efficient governance and decision-making processes.
- **Transparency and Accountability:** All administrative procedures are designed to be transparent and accountable. Regular audits, reviews, and reports are conducted to ensure compliance with policies and regulations.

5.2 Financial Management

- **Budgeting and Allocation:** The college follows a systematic budgeting process to allocate resources effectively. This includes prioritizing academic programs, infrastructure development, and student support services.


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- **Financial Accountability:** Strict financial controls are in place to ensure accountability and prevent misuse of funds. Regular financial audits are conducted to maintain financial integrity.

5.3 Facilities Management

- **Infrastructure Maintenance:** The college ensures that all facilities, including classrooms, libraries, laboratories, and recreational areas, are well-maintained and meet safety standards. Regular inspections and maintenance schedules are implemented.
- **Sustainability Initiatives:** The college is committed to environmental sustainability and implements initiatives such as energy conservation, waste management, and green campus projects.

6. FACULTY RECRUITMENT AND RETENTION

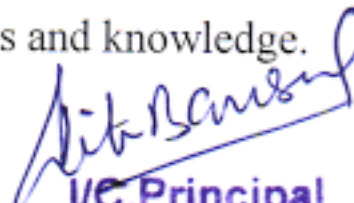
6.1 Recruitment Process

- **Fair and Transparent Hiring:** The recruitment process for faculty positions is fair, transparent, and based on merit. Job postings are widely advertised, and a rigorous selection process is followed, including interviews, teaching demonstrations, and reference checks by the panel of the University.
- **Diversity and Inclusion:** The college is committed to promoting diversity and inclusion in faculty recruitment. Efforts are made to attract candidates from diverse backgrounds and ensure equal opportunities for all applicants.

6.2 Professional Development

- **Continuous Learning:** The college supports continuous professional development for faculty members. This includes opportunities for attending conferences, workshops, and training programs to enhance their skills and knowledge.




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- **Research Support:** Faculty members are provided with resources and support for their research activities. This includes access to research grants, research assistants, and collaboration opportunities with other institutions.

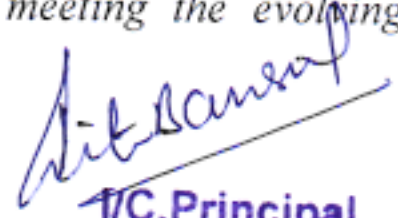
6.3 Retention Strategies

- **Work-Life Balance:** The college promotes a healthy work-life balance for faculty members by offering flexible work schedules, family-friendly policies, and wellness programs.
- **Recognition and Rewards:** Outstanding faculty performance is recognized and rewarded through various means, including promotions, and incentives. This fosters a culture of excellence and motivates faculty members to strive for high standards.

7. CONCLUSION

The comprehensive policies established by the College ensure the smooth and efficient functioning of the institution while upholding the values of academic excellence, ethical integrity, and inclusivity. These policies provide a clear framework for academic affairs, student conduct, faculty responsibilities, administrative procedures, and faculty recruitment and retention. By adhering to these policies, the college creates a conducive environment for learning, growth, and professional development, thereby fulfilling its mission of providing high-quality legal education and contributing to the broader legal community.

Note: The policies outlined in this document are subject to periodic review and updates to ensure their relevance and effectiveness in meeting the evolving needs of the college community.



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