



Dhirajlal Talakchand Sankalchand Shah College of LAW

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

Tel. Off. : M.: 8591377595 / 8591376800 / 843388534

E-mail: dtsslaw@sanskarsarjan.org / principal@sanskarsarjan.org / library@sanskarsarjan.org

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

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.

REPORT ON THE STUDENT ATTRIBUTES FACILITATED BY THE INSTITUTION

Introduction

D.T.S.S. College of Law is committed to nurturing well-rounded legal professionals who excel in their fields and contribute positively to society. This report highlights the key student attributes facilitated by the college through its comprehensive academic programs, extra-curricular activities, and value-driven initiatives.

Key Attributes

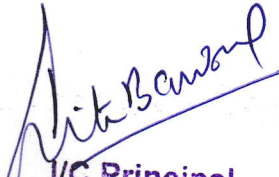
1. Professional Ethics

- **Curriculum Integration:** Courses on Professional Ethics are integrated into the curriculum to instill a strong moral compass and ethical decision-making.
- **Workshops and Seminars:** Regular workshops and seminars on ethical practices in law help students understand the importance of maintaining integrity in their professional lives.

2. Gender Sensitivity

- **Awareness Programs:** The College conducts gender sensitization programs to promote equality and respect among all genders.
- **Inclusive Environment:** With a female-to-male ratio of 1.2:1 and 67% female staff members, the college provides an inclusive environment that fosters gender sensitivity.




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Kurar Village, Malad (East)



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3. Constitutional & Human Values

- **Legal Education:** Courses on Constitutional Law and Human Rights are mandatory, ensuring students understand the core values enshrined in the Constitution.
- **Community Service:** Students are encouraged to participate in community service projects that promote human values and social justice.

4. Environment & Sustainability

- **Green Initiatives:** The college campus is equipped with sustainable infrastructure, including waste management systems and energy-efficient facilities.
- **Environmental Law Courses:** Specialized courses on Environmental Law raise awareness about legal frameworks that protect the environment.

5. Research and Analytical Skills

- **Research Methodology:** Courses on Legal Research and Methodology equip students with the skills needed for rigorous legal research and analysis.
- **Moot Court:** Participation in moot court competitions hones students' legal reasoning and argumentation skills.

6. Leadership and Teamwork

- **Student Organizations:** Various student organizations and committees provide opportunities for leadership and teamwork.
- **Group Projects:** Collaborative projects and group discussions are a regular part of the curriculum, promoting teamwork and collective problem-solving.

7. Communication Skills

- **Public Speaking:** Regular opportunities for public speaking and presentations help students develop effective communication skills.
- **Language Lab:** A well-equipped language lab aids in improving students' proficiency in legal language and communication.



[Signature]
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8. Career Preparedness

- **Internship Programs:** The College has MOUs with law firms and advocates to provide students with practical exposure through internships.
- **Career Counseling:** Comprehensive career counseling services, including e-counseling, guide students in their professional journey.


9. Technological Proficiency

- **Modern Amenities:** The campus is Wi-Fi enabled, and students have access to a computer lab with the latest technology.
- **Online Resources:** A vast collection of online legal databases and resources are available to support students' academic and research needs.

Conclusion

D.T.S.S. College of Law strives to produce graduates who are not only proficient in legal knowledge but also possess a range of attributes that prepare them for successful careers and responsible citizenship. Through its holistic approach to legal education, the college ensures that students are well-equipped to meet the challenges of the legal profession and contribute meaningfully to society.




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e-HANDBOOK

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

1. INTRODUCTION

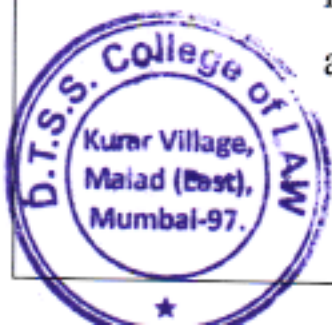
Welcome to D.T.S.S. College of Law, an institution dedicated to the pursuit of legal excellence and the cultivation of future leaders in the legal profession. Our college is renowned for its commitment to providing a comprehensive legal education that integrates theoretical knowledge with practical skills, 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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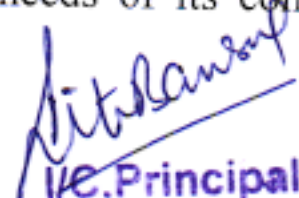
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- **Library:** Our well-stocked library houses an extensive collection of legal texts, journals, and electronic resources, supporting the diverse academic needs of our students and faculty.
- **Research Room:** The College is committed to fostering 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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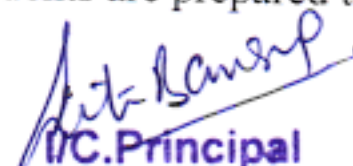
- **Installation of Solar Panels:** In alignment with our commitment to sustainability, the college has installed solar panels on campus. These panels harness solar energy, significantly reducing our dependence on non-renewable energy sources. This initiative not only lowers the college's carbon footprint 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

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.


D.C. Principal

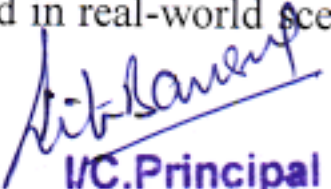
The College is dedicated to fostering an environment of academic excellence, professional growth, and ethical integrity. To achieve this, the college has established clear and comprehensive policies that govern various operational aspects, including academic affairs, student conduct, faculty responsibilities, 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

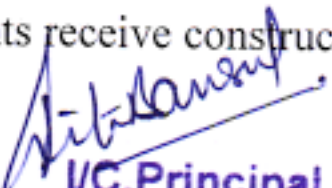
- **Curriculum:** The curriculum is devised by the University of Mumbai. This structured curriculum provides a cohesive framework that guides our teaching and assessment methods, ensuring consistency and academic rigor across all courses.
- **Session Plans:** To maintain the integrity and quality of 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

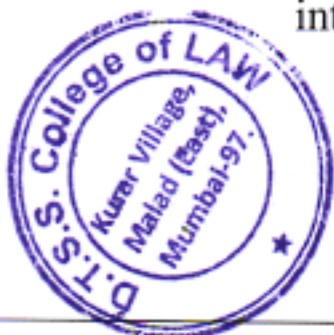
Non-teaching staff at D.T.S. College of Law play a crucial role in supporting the academic environment. Their commitment to academic integrity includes:

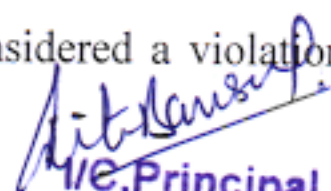
- **Confidentiality of Records:** Non-teaching staff must handle academic records, student information, and administrative data with the highest level of confidentiality. Unauthorized access or disclosure of sensitive information is strictly prohibited.
- **Accurate Reporting:** Staff members are responsible 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

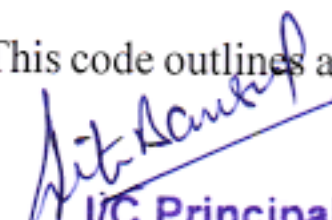
- **Advising and Mentorship:** Academic advisors and mentors are assigned to students to provide guidance on course selection, career planning, and personal development. Regular meetings between advisors and students are scheduled to address any academic or personal issues.
- **Counselling Services:** 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

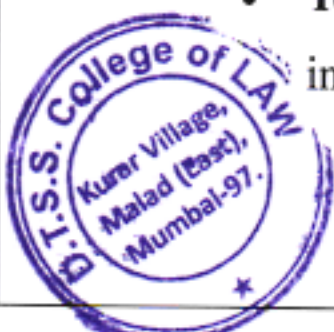
4.1 Code of Conduct [Available on the website www.dtsslawcollege.edu]

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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H.C. Principal

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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.

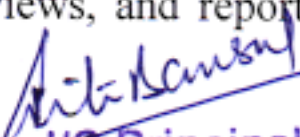
5. ADMINISTRATIVE PROCEDURES

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

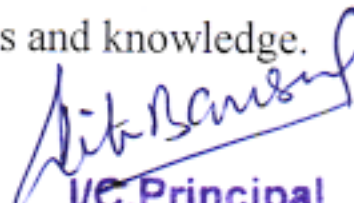
6.1 Recruitment Process

- **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.

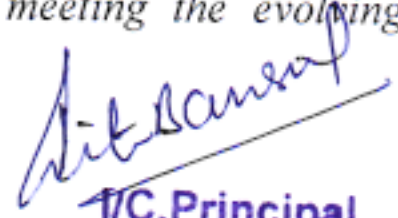
6.3 Retention Strategies

- **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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Date: 23/06/2022

REPORT ON "CODE OF CONDUCT" SESSION

A "Code of Conduct Session" was held for students on 23/06/2022. The session outlined the expectations regarding professional behaviour, academic integrity and respectful interactions. Emphasis was placed on the importance of upholding the college's values and fostering a positive academic environment. The students were informed that the Code of Conduct for students is displayed on the notice board and on the college website.



A. K. Kulkarni

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Date: 20/06/2022

NOTICE

SESSION ON "CODE OF CONDUCT"

All the students of F.Y. LL.B. Sem. I [Batch 2022-23] are hereby informed that an Online session is organized on "Code of Conduct" on 23/06/2022 via Google Meet from 02:00 – 03:00 p.m.

Joining Link: meet.google.com/uop-cjymr-ovw

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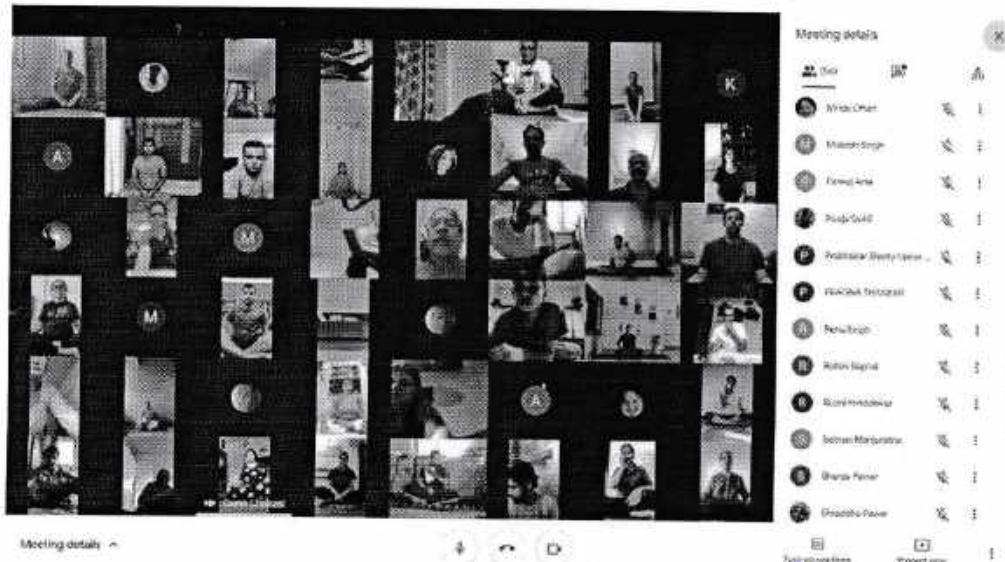
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Date: 25/07/2020

REPORT ON "CODE OF CONDUCT" SESSION

A "Code of Conduct Session" was held for students on 25/07/2020. The session outlined the expectations regarding professional behaviour, academic integrity and respectful interactions. Emphasis was placed on the importance of upholding the college's values and fostering a positive academic environment. The students were informed that the Code of Conduct for students is displayed on the notice board and on the college website.



Anita Kulkarni

I/C. Principal

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

Kurar, Malad (East), Mumbai - 400 097. Office : 022-2840 0214 / 2840 6334
E-mail : dtslaw@sanskarsarjan.org

Date: 22/07/2020

NOTICE

SESSION ON "CODE OF CONDUCT"

All the students of F.Y. LL.B. Sem. I [Batch 2020-21] are hereby informed that an Online session is organized on "Code of Conduct" on 25/07/2020 via Google Meet from 02:00 – 03:00 p.m.

Joining Link: meet.google.com/ugq-cqyu-oxj


I/C. Principal

**Sanskar Sarjan Education Society's
D.T.S.S. College of Law,
Kurar Village, Malad (East),
Mumbai-400097.**





Sanskar Sarjan Education Society's
Dhirajlal Talakchand Sankalchand Shah College of Law

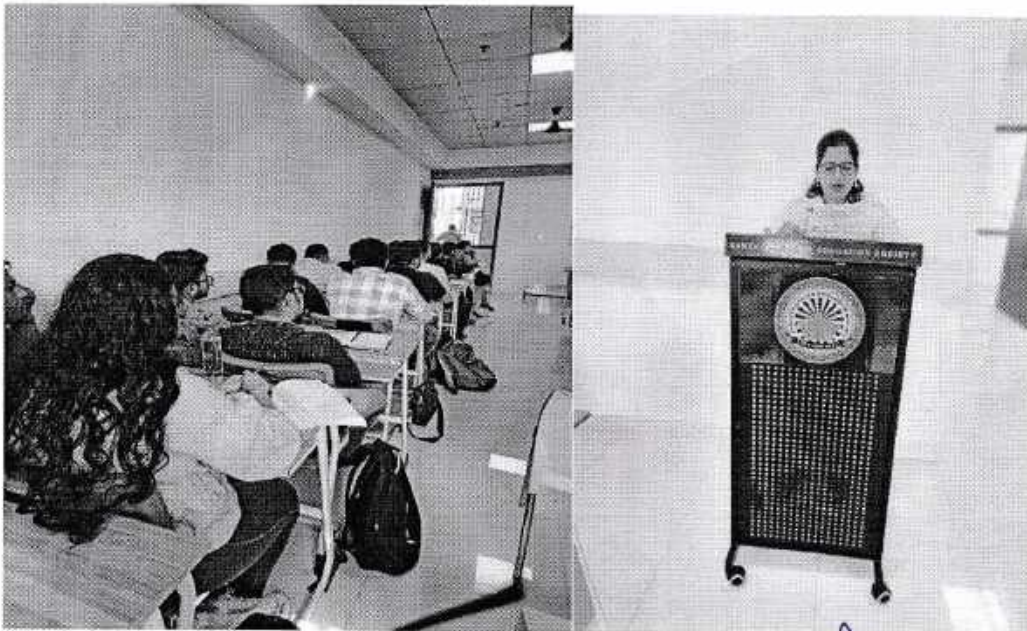
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Kurar, Malad (East), Mumbai - 400 097. Office : 022-2840 0214 / 2840 6334
E-mail : dtsslaw@sanskarsarjan.org

Date: 27/07/2019

REPORT ON "CODE OF CONDUCT" SESSION

A "Code of Conduct Session" was held for students on 27/07/2019. The session outlined the expectations regarding professional behaviour, academic integrity and respectful interactions. Emphasis was placed on the importance of upholding the college's values and fostering a positive academic environment. The students were informed that the Code of Conduct for students is displayed on the notice board and on the college website.



Shikhar

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E-mail : dtsslaw@sanskarsarjan.org

Date: 25/07/2019

NOTICE

SESSION ON "CODE OF CONDUCT"

All the students of F.Y. LL.B. Sem. I [Batch 2019-20] are hereby informed that a session is organized on "Code of Conduct" on 27/07/2019 in the Conference Hall from 02:00 – 03:00 p.m.

D. T. S. S.

**I/C.Principal
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Kurar, Malad (East), Mumbai - 400 097. Office : 022-2840 0214 / 2840 6334
E-mail : dtsslaw@sanskarsarjan.org

Date: 07/07/2018

REPORT ON "CODE OF CONDUCT" SESSION

A "Code of Conduct Session" was held for students on 07/07/2018. The session outlined the expectations regarding professional behaviour, academic integrity and respectful interactions. Emphasis was placed on the importance of upholding the college's values and fostering a positive academic environment. The students were informed that the Code of Conduct for students is displayed on the notice board and on the college website.



Aishwarya

I/C.Principal

**Sanskar Sarjan Education Society's
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Kurar, Malad (East), Mumbai - 400 097. Office : 022-2840 0214 / 2840 6334
E-mail : dtsslaw@sanskarsarjan.org

Date: 04/07/2018

NOTICE

SESSION ON "CODE OF CONDUCT"

All the students of F.Y. LL.B. Sem. I [Batch 2018-19] are hereby informed that a session is organized on "Code of Conduct" on 07/07/2018 in Room no. 102 from 02:00 – 03:00 p.m.



H. K. Sane
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Sanskar Sarjan Education Society's
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Kurar, Malad (East), Mumbai - 400 097. (M.S.) Tal. Borivali, Dist.: Mumbai.

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Date: 29/03/2023

REPORT ON ETHICAL DECISION – MAKING WORKSHOP

A workshop on “Ethical Decision-Making Workshop” was organized on 29/03/2023 for both teaching and non-teaching staff. The workshop aimed to equip staff with frameworks and tools for making ethical decisions in various scenarios. The key topics included integrity, accountability, transparency and conflict resolution. Emphasis was placed on inclusivity, legal compliance and the importance of maintaining confidentiality. The session concluded with a Q & A, allowing staff to address specific concerns.



D. T. S. S. College of Law

I/C. Principal

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

Date: 27/03/2023

NOTICE

WORKSHOP ON ETHICAL DECISION – MAKING

All the teaching and non-teaching staff members are hereby informed that a Workshop is organized on 29/03/2023 @10:00 a.m. to 01:00 p.m. in the Auditorium as per the following details:

10:00 a.m. to 11:00 a.m. – Dr. Rita Bansal – Maintaining Professional Boundaries

11:00 a.m. to 12:00 noon – Dr. Caroline David – Managing Conflicts of Interest

12:00 noon to 01:00 p.m. – Mr. Chandrakant Borle – Upholding Confidentiality and Integrity

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Date: 28/01/2023

REPORT ON “EFFECTIVE COMMUNICATION SKILLS” SESSION

The “Effective Communication Skills Session” was conducted as part of Professional Ethics Program for teaching and non-teaching staff by Dr. Caroline David. The session focused upon effective communication strategies that promote transparency, respect and collaboration among staff and with students. The resource person emphasized that effective communication skills can create a more cohesive, efficient and positive environment for both teaching and non-teaching staff, ultimately benefiting the college.



Dr. Caroline David

I/C. Principal

**Sanskar Sarjan Education Society's
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Tel. Off. :M.: 8591377595 / 8591376800 /8433888534

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

Date: 26/01/2023

NOTICE

SESSION ON “EFFECTIVE COMMUNICATION SKILLS”

All the teaching and non-teaching staff members are hereby informed that a session is organized on “Effective Communication Skills” by Dr. Caroline David on 28/01/2023 in the Room no. 301 from 02:00 – 03:00 p.m.

I/C.Principal

**Sanskar Sarjan Education Society's
D.T.S.S. College of Law,
Kurar Village, Malad (East),
Mumbai-400097.**





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E-mail : dtsslaw@sanskarsarjan.org

Date: 28/06/2022

REPORT ON "CODE OF CONDUCT" SESSION

The "Code of Conduct Session" was conducted as part of Professional Ethics Program for teaching staff by Mr. Shailesh Padwal. The session clearly defined the expectations regarding behaviour, professional boundaries and interactions with students, colleagues and parents. The session was focused towards upholding the values of professionalism, integrity and respect within the educational environment. By clearly outlining expectations and providing guidance on ethical behaviour, the session contributes to a positive, inclusive and high standard educational experience for all stakeholders involved.



Shailesh Padwal

I/C.Principal
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Mumbai-400097.



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E-mail : dtselaw@sanskarsarjan.org

Date: 23/06/2022

NOTICE

SESSION ON "CODE OF CONDUCT"

All the teaching staff members are hereby informed that a session is organized on "Code of Conduct" by Mr. Shailesh Padwal on 28/06/2022 in the Room no. 102 from 02:00 – 03:00 p.m.

I/C.Principal
Sanskar Sarjan Education Society's
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Date: 25/06/2022

REPORT ON "STAKEHOLDERS SERVICE" SESSION

The "Stakeholders Service Session" was conducted as part of Professional Ethics Program for non-teaching staff by Dr. Sarla Gupta. The session was focused towards training on providing excellent service to students, parents and other stakeholders, emphasizing respect, patience and helpfulness. The resource person emphasized that information should be easily accessible to all the stakeholders, through clear signage, user friendly website and responsive communication channels including maintaining confidentiality in handling sensitive information.



Ajit Sanyal
V.C. Principal

Sanskar Sarjan Education Society's,
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E-mail : dsslaw@sanskarsarjan.org

Date: 20/06/2022

NOTICE

SESSION ON "STAKEHOLDERS SERVICE"

All the non-teaching staff members are hereby informed that a session is organized on "Stakeholders Service" by Dr. Sarla Gupta on 25/06/2022 in Room no. 101 from 02:00 – 03:00 p.m.

W.C. Principal
Sanskar Sarjan Education Society's
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Mumbai-400097.





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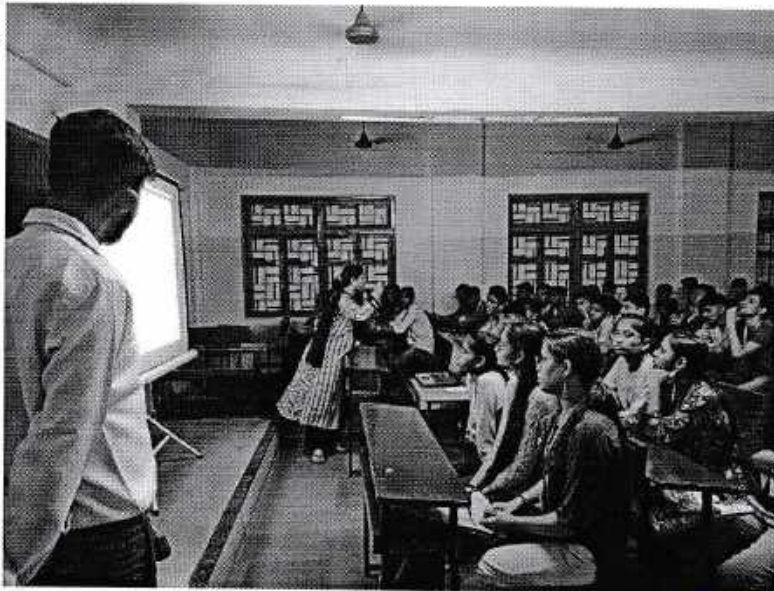
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E-mail : dtslaw@sanskarsarjan.org

Date: 29/06/2019

REPORT ON "WORKPLACE CONDUCT" SESSION

A comprehensive "Workplace Conduct Session" was conducted for the non-teaching staff. The session covered essential topics such as professional behaviour, effective communication and maintaining confidentiality. The staff were also trained on handling conflicts constructively and respecting diversity and inclusivity. The session aimed to foster a respectful and efficient work environment, enhancing the overall functioning of the institution.



[Handwritten Signature]

I/C.Principal
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E-mail : dtsslaw@sanskarsarjan.org

Date: 25/06/2019

NOTICE

SESSION ON "WORKPLACE CONDUCT"

All the non-teaching staff members are hereby informed that a session is organized on "Workplace Conduct" by Ms. Pratibha Chiplunkar on 29/06/2019 in Room no. 501 from 02:00 – 03:00 p.m.

Pratibha Chiplunkar

I/C.Principal
Sanskar Sarjan Education Society's
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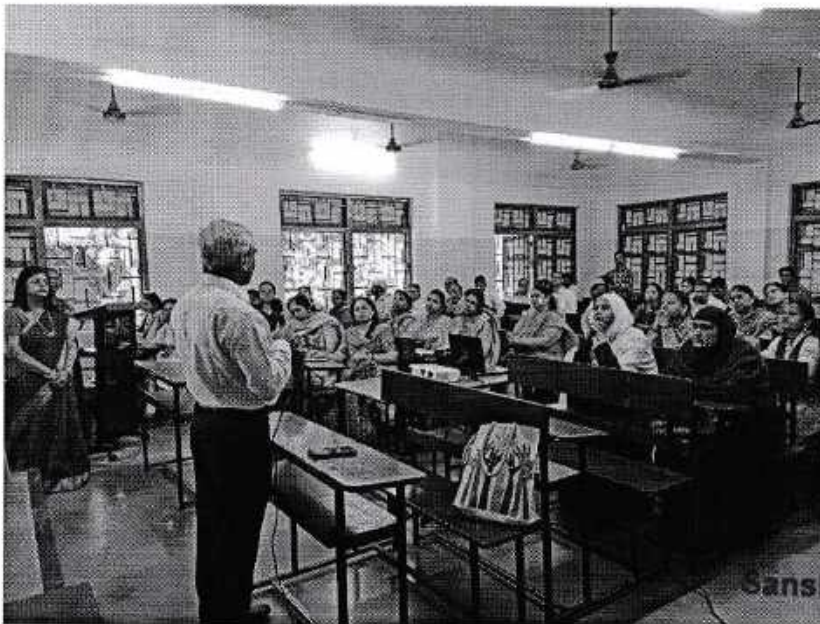
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E-mail : dtsslaw@sanskarsarjan.org

Date: 22/06/2019

REPORT ON "ACADEMIC INTEGRITY" SESSION

The "Academic Integrity Session" was conducted as part of Professional Ethics Program for teaching staff by Dr. M. S. Kurhade. The session aimed to emphasize the importance of honesty in teaching, research and assessment and to provide guidance on preventing plagiarism, ensuring fair evaluation and maintaining academic standards. The primary objectives of the session were to highlight the significance of academic integrity in educational institutions and discuss methods for fair and unbiased evaluation of students.



M. S. Kurhade
/C.Principal

Sanskar Sarjan Education Society's
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Kurar, Malad (East), Mumbai - 400 097. Office : 022-2840 0214 / 2840 8334
E-mail : dtsslaw@sanskarsarjan.org

Date: 17/06/2019

NOTICE

SESSION ON "ACADEMIC INTEGRITY"

All the faculties are hereby informed that a session is organized on "Academic Integrity" by Dr. M. S. Kurhade on 22/06/2019 in Room no. 401 from 02:00 – 03:00 p.m.

**I/C.Principal
Sanskar Sarjan Education Society's
D.T.S.S. College of Law,
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POLICY DOCUMENT

CODE OF ETHICS

Introduction

The Code of Ethics establishes a framework to guide the behaviour and professional conduct of students, teaching staff, and non-teaching staff. This policy is designed to uphold the highest standards of integrity, professionalism, and respect in all interactions within the college community. Adherence to this Code ensures the maintenance of a conducive learning environment, the promotion of ethical practices, and the embodiment of the institution's core values.

Core Values

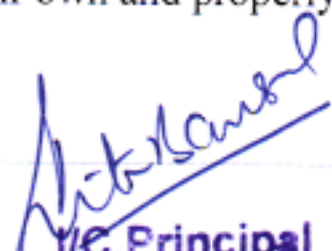
1. **Professionalism:** Commitment to excellence, integrity, and accountability in all academic and administrative activities.
2. **Respect:** Treating all individuals with dignity, fairness, and empathy, acknowledging diverse perspectives and contributions.
3. **Integrity:** Upholding honesty and transparency in all actions and decisions.
4. **Responsibility:** Taking ownership of one's actions and their impact on the college community and society.
5. **Sustainability:** Promoting environmental stewardship and sustainable practices in all college operations.

Code of Ethics for Students

1. Academic Integrity

- **Honesty in Work:** Students must ensure that all academic work, including assignments, projects, and examinations, is their own and properly attributed to sources.




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- **Plagiarism and Cheating:** Any form of plagiarism, cheating, or dishonesty is strictly prohibited and will result in disciplinary action.

2. Respectful Behavior

- **Interaction with Peers:** Students are expected to engage with fellow students respectfully and constructively, fostering a collaborative learning environment.
- **Respect for Faculty:** Students should approach faculty and staff with respect, valuing their expertise and guidance.

3. Responsibility and Accountability

- **Adherence to Policies:** Students must comply with all college policies and procedures, including those related to attendance, conduct, and use of college facilities.
- **Reporting Violations:** Students are encouraged to report any violations of the Code of Ethics or other policies to the appropriate authorities.

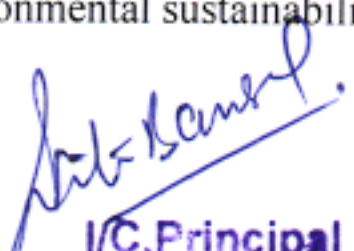
4. Professionalism

- **Classroom Etiquette:** Students should attend classes regularly, be punctual, and participate actively in discussions.
- **Dress Code:** A professional appearance is expected during college events and activities.
[Kindly refer the Prospectus]

5. Commitment to Sustainability

- **Environmental Stewardship:** Students should participate in and support college initiatives aimed at promoting environmental sustainability.




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Code of Ethics for Teaching Staff

1. Academic Excellence

- **Quality of Teaching:** Teaching staff must deliver high-quality education, ensuring that their teaching methods and materials are up-to-date and relevant.
- **Fair Evaluation:** Assessments should be conducted fairly and transparently, providing constructive feedback to students.

2. Professional Conduct

- **Respect and Dignity:** Faculty members should treat all students and colleagues with respect, fostering an inclusive and supportive academic environment.
- **Confidentiality:** Sensitive information regarding students and staff must be handled with the utmost confidentiality.

3. Integrity

- **Honest Communication:** Faculty should maintain transparency in their communication with students and colleagues, avoiding conflicts of interest.
- **Ethical Research:** Research conducted by faculty must adhere to ethical standards and contribute positively to the academic community.

4. Responsibility

- **Professional Development:** Faculty members are encouraged to pursue ongoing professional development to stay current in their field and enhance their teaching practices.
- **Role Modeling:** Teaching staff should model ethical behavior and professionalism for students.



5. Sustainability

- **Promoting Sustainability:** Faculty members should integrate sustainability principles into their teaching and actively participate in college sustainability initiatives.

Code of Ethics for Non-Teaching Staff

1. Professionalism

- **Service Excellence:** Non-teaching staff must perform their duties with competence and efficiency, contributing to the smooth operation of the college.
- **Respectful Interactions:** All interactions with students, faculty, and colleagues should be conducted respectfully and courteously.

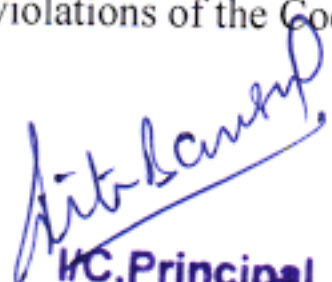
2. Integrity

- **Honesty:** Staff members must act with honesty in their roles, ensuring that all actions and decisions are made in the best interest of the college.
- **Confidentiality:** Personal and sensitive information about students and staff must be kept confidential.

3. Responsibility

- **Adherence to Policies:** Non-teaching staff are expected to follow all college policies and procedures, including those related to conduct, safety, and use of college resources.
- **Reporting Issues:** Any concerns or violations of the Code of Ethics should be reported to the appropriate channels promptly.




H.C. Principal
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4. Commitment to Sustainability

- **Environmental Practices:** Non-teaching staff should support and adhere to the college's sustainability practices and initiatives, contributing to a greener campus environment.

Implementation and Compliance

1. Training and Awareness

- **Ethics Training:** All members of the college community will receive training on the Code of Ethics to ensure understanding and compliance.
- **Regular Updates:** The Code of Ethics will be reviewed and updated regularly to reflect evolving standards and practices.

2. Reporting and Resolution

- **Reporting Mechanism:** A clear mechanism will be in place for reporting violations of the Code of Ethics, with assurances of confidentiality and protection against retaliation.
- **Disciplinary Actions:** Violations of the Code of Ethics will be addressed through appropriate disciplinary measures, in accordance with college policies.

3. Monitoring and Evaluation

- **Ongoing Evaluation:** The effectiveness of the Code of Ethics will be monitored through regular evaluations and feedback from the college community.
- **Continuous Improvement:** The College is committed to continuously improving its ethical practices and addressing any issues that arise.



Ajit Benarjee
I/C.Principal

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

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E-mail: dtslaw@sanskarsarjan.org / principal@sanskarsarjan.org / library@sanskarsarjan.org

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Conclusion

The Code of Ethics is designed to uphold the highest standards of conduct and integrity among students, teaching staff, and non-teaching staff. By adhering to these principles, the college community contributes to a respectful, professional, and sustainable academic environment. This policy reflects our commitment to ethical behavior and the holistic development of all members of our institution.

Enclosures:

1. Code of Conduct for Students
2. Code of Conduct for Staff

I/C.Principal

**Sanskar Sarjan Education Society's
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CODE OF CONDUCT FOR FACULTIES

1. Faculty members are expected to uphold the highest standards of professionalism and integrity in all their interactions within and outside the college.
2. Faculty members are committed to delivering quality education, maintaining academic standards and fostering an environment conducive to learning and intellectual growth.
3. Faculty members shall treat each other, staff and students with respect, dignity and collegiality, fostering a supportive and inclusive academic community.
4. Faculty members shall adhere to ethical guidelines and refrain from any behaviour that compromises academic integrity, including plagiarism, falsification of data or any form of academic dishonesty.
5. Faculty members are accountable for their actions and decisions, including timely completion of assigned tasks, adherence to academic schedules and fulfilment of teaching obligations.
6. Faculty members are encouraged to engage in continuous professional development, including research, scholarly activities and participation in relevant workshops, conferences and seminars.
7. Faculty members shall respect the confidentiality of sensitive information related to students, colleagues and the institution, maintaining the trust and privacy of all stakeholders.
8. Faculty members shall comply with all college policies, procedures and regulations, contributing to a safe, orderly and conducive academic environment.
9. Faculty members shall strive to resolve conflicts and disagreements through constructive dialogue, maintaining open communication channels and promoting harmony within the academic community.
10. Faculty members shall represent the institution positively and professionally in their interactions with external stakeholders, contributing to the enhancement of the college's reputation and goodwill.

Adherence to this Code of Conduct is essential to uphold the values and principles of D.T.S.S. College of Law and to foster an environment conducive to academic excellence, mutual respect and personal growth.



(Signature)
I/C. Principal
Sanskar Sarjan Education Society's
D.T.S.S. College of Law,
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Mumbai - 400097

CODE OF CONDUCT FOR STUDENTS

1. Students are expected to respect the authority of the faculty, staff, and administration of D.T.S.S. College of Law at all times.
2. Students must uphold the highest standards of academic honesty and integrity. Plagiarism, cheating, and other forms of academic dishonesty will not be tolerated.
3. Students are expected to conduct themselves in a professional manner both inside and outside of the classroom, adhering to the ethical standards of the legal profession.
4. Students must adhere to the prescribed dress code of the college while on campus or representing the college at external events (White formal shirt, black formal trousers and white and black Indian attire for girls). Non-adherence of the dress code will be treated as a disciplinary breach.
5. Regular attendance and punctuality in classes, seminars, and other academic activities are mandatory.
6. Students should use college facilities and resources responsibly and must keep the premises neat and clean. Any damage done to the property of the college will have to be compensated by the student/s concerned.
7. D.T.S.S. College of Law is committed to creating an inclusive and diverse learning environment. Students are expected to respect the diversity of their peers and refrain from any form of discrimination or harassment.
8. Students found engaging in any form of ragging activity, as defined by The Maharashtra Prohibition of Ragging Act 1999, whether on or off-campus, will face stringent disciplinary consequences.
9. Possession or use of alcohol or illegal drugs on college premises is strictly prohibited.
10. The use of mobile phones during the lectures and other academic activities is strictly prohibited.
11. Students must adhere to all safety and security protocols established by the college. Any concerns regarding safety or security should be reported to college authorities immediately.



12. Students must regularly check both – physical Notice Boards and the Website for updates.
13. No tours, picnics or excursions can be arranged without the prior permission of the Principal.
14. Students are encouraged to actively participate in community service and outreach activities as part of their social responsibility. All the events/activities must be supervised and presided over by the Principal or authorized staff.
15. Prior permission from the Principal is required for any communication with the press regarding college matters.
16. All students are required to comply with the rules and regulations of D.T.S.S. College of Law as outlined in this code of conduct and any additional guidelines issued by college authorities. Failure to comply with the Code of Conduct may result in disciplinary action, including but not limited to warnings, fines, suspension, or expulsion from the college.



I/C.Principal
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STANDARD OPERATING PROCEDURE OF THE DISCIPLINARY COMMITTEE

The Disciplinary Committee (DC) is established to ensure the maintenance of discipline and decorum within the college. This SOP outlines the procedures to be followed by the DC in handling disciplinary matters.

Objectives:

- To maintain a safe, respectful and conducive learning environment.
- To ensure fair and transparent handling of disciplinary cases.
- To uphold the college's Code of Conduct and Policies.

Jurisdiction:

The DC has jurisdiction over all students, faculty and staff within the college premises and during college-related activities off-campus.

Reporting a Disciplinary Issue:

- Any member of the college (Student, Faculty and Staff) can report an incident in writing to the DC Co-ordinator.
- The report should include details of the incident, involved parties, date, time, location and any evidence or witnesses.

Preliminary Assessment:

- The Committee reviews the report to determine if it falls under the DC's jurisdiction.
- If necessary, an initial inquiry is conducted to gather preliminary information.

Summoning the Parties Involved:

- Written notices are sent to the involved parties, detailing the nature of the complaint and the date and time of the hearing.
- Parties are given a reasonable time to prepare and respond within 5 days.

Conducting the Hearing:

- All hearings are conducted in a confidential manner.
- The Committee outlines the procedure and reads the complaint.
- Complainant and respondent present their statements and evidence.
- Witnesses, if any, are called to provide testimony.
- The DC members may question the parties and witnesses for clarification.
- Both parties give their closing statements.





Dhirajlal Talakchand Sankalchand Shah College of LAW

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

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

Deliberation and Decision:

- The DC Meets in private to deliberate and reach a decision based on the evidence and testimonies.
- The final observations and recommendations are conveyed to the Chairperson.
- If the complaint is upheld, appropriate sanctions are decided, which may range from a warning to expulsion, depending on the severity of the offense.

Communication of Decision:

- The decision is communicated in writing to the involved parties within 2 working days of the hearing.
- A record of the proceedings is maintained in the DC's confidential files.

Appeals:

- The respondent has the right to appeal the decision within 3 days of notification.
- The appeal must be submitted in writing to the Chairperson for review and final decision.

Review and Amendment:

- The SOP is reviewed from time to time to ensure it remains effective and relevant.
- Any amendments to the SOP are made with the approval of the college administration and are communicated to all members of the college community.

The DC aims to uphold the values and integrity of the college, ensuring all disciplinary matters are handled with fairness and transparency. This SOP provides a clear framework to guide the DC in fulfilling its responsibilities.



[Handwritten Signature]

Principal

**Sanskar Sarjan Education Society's
D.T.S.S. College of Law
Kurar Village, Malad (East),
Mumbai-400 097.**



MINUTES OF MEETING OF ACADEMIC COMMITTEE FOR A.Y. 2018-19

HELD ON 04-10-2018 at 09:00 A.M. ON 4th FLOOR IN ROOM NO. 401

Following members were present:

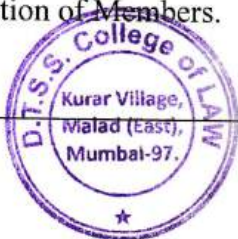
1. Dr. M.S. Kurhade, Principal & Campus Director – Chairman
2. Mr. Nagaraju Kanduri, Assistant Professor – Co-ordinator
3. Dr. Rakhee Keluskar, Assistant Professor – Member
4. Ms. Lalita Singh – Assistant Professor – Member
5. Mr. Bhushan Chaudhari – Admin Staff

The Chairman of Academic Council welcomed all the members of Academic Committee present during the meeting and put the agenda for discussion.

Following decisions were taken unanimously:

Agenda

Item No.	Agenda	Decision
Agenda 1:	To discuss upon commencement of Law course & approvals	<p>The Chairman, Dr. M.S. Kurhade, appraised and congratulated the members present, on following approvals received for commencement of Law Course:</p> <ol style="list-style-type: none">1. Permission to start the course vide State Government Permission vide notification no. NGC2018/(100/18)/Mashi-4 Dated 15-06-2018.2. University of Mumbai Affiliation vide notification no. AFF/ICD/2018-19/6233. BCI Approved vide notification no. BCI:D:1058/2018 (LE/std.4/5.8.2018) Dated: 09-09-20184. Total Approved intake: 60 Students (Div. 1)5. Fee structure as per the G.R. of the Office of the Fees Regulating Authority vide notification no. Ws/FRA/Adhoc fees/960/2018. <p>Agreed. The members agreed and thanked the Chairman and the Management for seeking above approvals to commence the Law course.</p>
Agenda 2:	To discuss and constitute Academic Committee & Adoption of Members.	<p>The Chairman, Dr. M.S. Kurhade, appraised the members that for smooth functioning of academic activities Academic Committee be constituted and suggested the names of following staff members:</p> <p>Following staff Members were given the responsibility as:</p>



		<ol style="list-style-type: none"> 1. Mr. Nagaraju Kanduri, Co-ordinator 2. Dr. Rakhee Keluskar, Member 3. Ms. Lalita Singh, Member 4. Mr. Bhushan Chaudhari – Member (Admin Staff) <p>Agreed. The Committee members agreed to formation of Academic Committee with above composition.</p>
Agenda 3:	To discuss Admission Process in UG Program.	<p>For smooth admission process, <i>Admission Committee</i> constituted. The Admission Committee to follow all rules and regulations of admission issued by the University of Mumbai and CET Cell.</p> <p>Constituted Admission Committee:</p> <ol style="list-style-type: none"> 1. Dr. M.S. Kurhade, Chairman 2. Mr. Nagaraju Kanduri, Co-ordinator 3. Mr. Bhushan Chaudhari, Admin. Staff <ul style="list-style-type: none"> • Admission solely on the basis of performance in the Maharashtra State Common Law Entrance Test (MHCET-Law). • Category – Gujarati Linguistic Minority, NRI & Management Quota. If there are no students from above categories, then Open Category shall be filled. • Total in-take 60 students. • No Donation under any circumstances. <p>Agreed. Committee members agreed the process of admission opted by the college as per the University of Mumbai norms and the CET Cell.</p>
Agenda 4:	To discuss on implementation of Adhoc Fees as per G.R. of the Office of the Fees Regulating Authority (FRA).	<p>Fee structure presented by the Chairman of Academic Committee:</p> <p>LL.B.: 25,000/- per year as per the G.R. of the Office of the Fees Regulating Authority vide notification no. Ws/FRA/Adhoc fees/960/2018.</p> <p>Agreed. Committee members agreed the fee structure as per FRA.</p>
Agenda 5:	To schedule Orientation Day for F.Y. LL.B. Sem. I on 6 th November 2018.	<p>Agreed. It was resolved to conduct orientation for F.Y. LL.B. Sem. I. Mr. Nagaraju Kanduri to address the students under the guidance of Dr. M.S. Kurhade, Principal & Campus Director and also to invite Dr. Anant Kalse as a Chief Guest on Orientation Day.</p>
Agenda 6:	To approve Academic Calendar for A.Y. 2018-19.	<p>Academic Co-ordinator presented the Academic Calendar for A.Y. 2018-19.</p>

		Approved. Committee members approved the academic calendar and advised to complete working days as per the University of Mumbai.
Agenda 7:	To discuss time table and workload of faculties for First Half of A.Y. 2018-19.	Mr. Nagaraju Kanduri presented the timetable and the workload of faculties. Approved. Committee members approved the timetable and the workload of faculties.
Agenda 8:	Faculties to submit syllabus along with session plan and teaching plan for First Half of A.Y. 2018-19.	The Co-ordinator submitted the Session Plan and the Teaching Plan for First Half of A.Y. 2018-19. Agreed: Committee Members agreed.
Agenda 9:	To discuss on scheduling viva-voce and submission of assignments.	Co-ordinator suggested to collect assignments between 02-01-2019 to 05-01-2019 and viva-voce to be scheduled on 07-01-2019 & 11-01-2019 for First Term and between 08-04-2019 to 11-04-2019 and viva-voce to be scheduled on 15-04-2019, 16-04-2019, 18-04-2019 & 20-04-2019 for Second Term. Agreed. Committee members gave their consent.
Agenda 10:	To discuss Activities to be held during this Academic Year.	A list of Events for A.Y. 2018-19 was submitted for approval. Agreed. Committee members gave their consent.
Agenda 11:	To constitute various committees/Clubs for A.Y. 2018-19.	The Chairman laid emphasis on the following Committees: (i) <i>Examination Committee:</i> To oversee and regulate all the aspects of the University of Mumbai examinations, including the scheduling, administration and evaluation of exams, Examination Committee comprising of following members was constituted: a) Mr. Nagaraju Kanduri, Co-ordinator b) Dr. Rakhee Keluskar, Member c) Ms. Lalita Singh, Member (ii) <i>Discipline Committee:</i> To ensure calm and peaceful academic atmosphere in campus and to oversee the adherence to the disciplinary Code of the College, stated in the College Prospectus, as per the Maharashtra Public Universities Act, 2016, Discipline Committee comprising of following members was constituted: a) Mr. Nagaraju Kanduri, Co-ordinator b) Dr. Rakhee Keluskar, Member c) Ms. Lalita Singh, Member



(iii) *Anti-Ragging Committee*: To maintain a zero tolerance towards ragging and as per the guidelines under Clause 6.3(c), (d) & (e) of the UGC Regulations on curbing the menace of Ragging an “Anti-Ragging Committee” comprising of following members was constituted:

- a) Dr. Rakhee Keluskar, Co-ordinator
- b) Mr. Nagaraju Kanduri, Member
- c) Ms. Lalita Singh, Member

(iv) *Internal Complaints Committee (ICC)*: To deal with the cases of sexual harassment and to provide a healthy and congenial atmosphere to the staff and students of the College, Internal Complaints Committee comprising of following members was constituted as per the directions received from the University of Mumbai under Circular No. CONCOL/24/of 2014-15 dated 12-11-2014:

- a) Mr. Nagaraju Kanduri, Co-ordinator
- b) Dr. Rakhee Keluskar, Member
- c) Ms. Lalita Singh, Member

(v) *Anti-Sexual Harassment Committee*: To deal with the issues related to any unwelcome physical, verbal or non-verbal conduct of sexual nature, Anti-Sexual Harassment Committee comprising of following members was constituted in pursuance of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 read with UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 read with ICC:

- a) Dr. Rakhee Keluskar, Co-ordinator
- b) Mr. Nagaraju Kanduri, Member
- c) Ms. Lalita Singh, Member

(vi) *Unfair Means Inquiry Committee*: To take disciplinary action for resorting to malpractices during examinations, Unfair Means Inquiry Committee comprising of following members was constituted U/s 32(6)(a) of The Maharashtra Universities Act 1994 & procedures and guidelines issued by the University of Mumbai Notifications (Ordinance 5050):

- a) Mr. Nagaraju Kanduri, Co-ordinator
- b) Dr. Rakhee Keluskar, Member
- c) Ms. Lalita Singh, Member



(vii) *Feedback Committee*: To provide suggestions based on the feedback of the students and other stakeholders like, non-teaching staff, faculties, parents, management etc. Feedback Committee comprising of following members was constituted:

- a) Mr. Nagaraju Kanduri, Co-ordinator
- b) Dr. Rakhee Keluskar, Member
- c) Ms. Lalita Singh, Member

(viii) *Events Committee*: To organize and manage events of the Law College including Annual Convocation/Degree Distribution, Intra-College Activities, Inter-College Activities, Workshops, Webinars, Seminars, Debates etc. and to encourage and develop special ability and right attitude amongst the students, Events Committee comprising of following members was constituted:

- a) Mr. Nagaraju Kanduri, Co-ordinator
- b) Dr. Rakhee Keluskar, Member
- c) Ms. Lalita Singh, Member

(ix) *Nature's Club*: To develop awareness of and encourage an interest in the natural environment among its students through meets, talks, workshops, activities, study groups, field trips etc. and to create awareness among society about environment and related issues, Nature's Club comprising of following members was constituted:

- a) Mr. Nagaraju Kanduri, Co-ordinator
- b) Dr. Rakhee Keluskar, Member
- c) Ms. Lalita Singh, Member


(x) *Mentor-Mentee*: To achieve high levels of mentoring and coaching and to provide students with ongoing encouragement, guidance and practical aid, following Mentor was assigned for F.Y. LL.B.:

- a) Mr. Nagaraju Kanduri, Mentor [Roll no. 1-15]
- b) Dr. Rakhee Keluskar, Mentor [Roll No. 16-28]
- c) Ms. Vrushali Gore, Mentor [Roll No. 29 – 41]
- d) Ms. Lalita Singh, Mentor [42 – 54]

(xi) *Moot Court Committee*: To organize and take initiatives for development of moot court activities and to train students for moot court competitions, Moot Court Committee comprising of following members was constituted:

- a) Mr. Nagaraju Kanduri, Co-ordinator
- b) Dr. Rakhee Keluskar, Member
- c) Ms. Lalita Singh, Member



		<p>(xii) <i>College Development Committee (CDC)</i>: To participate in the development of college's strategic plan, participate in the college's governance structure, helping to define the institution's long-term goals, objectives and priorities. To oversee the planning and execution of infrastructure development and monitor and evaluate the quality of academic programs. The CDC comprising of following members was constituted:</p> <ol style="list-style-type: none"> 1. Shri Prafulbhai D. Shah, Chairperson of the Management 2. Shri Satishbhai Shah, Secretary of the Management 3. Shri Prarinbhai P. Shah, Secretary of the Management 4. Dr. M.S. Kurhade, Principal 5. Mr. Nagaraju Kanduri, Teacher 6. Mr. Vikas Khanchandani, Teacher 7. Mr. Bhushan Chaudhari, Non-Teaching Staff 8. Dr. Unni Krishnan Nambiar, Local Member 9. Dr. Srividya Jaykumar, Local Member 10. Dr. Priya Jagdeep Shah, Local Member, 11. Dr. Kavita Lalchandani, Local Member <p>(xiii) <i>Attendance Committee</i>: To regularly monitor student attendance in all classes, lectures, seminars and other academic activities. This involves maintaining attendance records for all students throughout the academic year. To collaborate closely with faculty members to collect attendance data and address any concerns related to student attendance. When students' attendance falls below the minimum required threshold, the Committee may initiate early intervention measures such as sending warning notices to students/parents/guardians to alert them. The Committee comprising of following members was constituted:</p> <ol style="list-style-type: none"> a) Mr. Nagaraju Kanduri, Co-ordinator b) Dr. Rakhee Keluskar, Member c) Ms. Vrushali Gore, Member <p>Approved. Committee members approved all the committees and the composition of members.</p>
<p>Agenda 12:</p>	<p>To discuss attendance shortage/detention case policy after completion of regular course duration.</p>	<p>The Chairman appraised the Committee that it is mandatory for every learner to have minimum 50% attendance for each course and average attendance to be 75%. Every bonafide learner to be allowed to keep terms</p>

		for the given semester in a program of his/her enrolment, only if he/she fulfills at least 75% of the attendance taken as an average of the total number of the Lectures, Practicals, Tutorials etc. Agreed. Committee members gave their consent.
Agenda 13:	Any other matter with the permission of the Chair.	As there were no other points to discuss, the meeting ended with vote of thanks to the Chair.

Dr. M.S. Kurhade



Date: 04-10-2018

[Signature]
Principal
Sanskar Sarjan Education Society's
D.T.S.S. College of Law
Kurar Village, Malad (East),
Mumbai-400 097.

ACADEMIC COMMITTEE MEMBERS [2018-19]

Sl. No.	Name	Signature
1.	Dr. M.S. Kurhade, Principal & Campus Director, Chairman	<i>present</i>
2.	Mr. Nagaraju Kanduri, Assistant Professor, Academic Co-ordinator	<i>K Nagaraju</i>
3.	Dr. Rakhee Keluskar, Assistant Professor, Member	<i>Rakhee 09/10/2018</i>
4.	Ms. Lalita Singh, Assistant Professor, Member	<i>Lalita 11/10/2018</i>
5.	Mr. Bhushan Chaudhari, Admin. Staff	<i>Bhushan</i>



Dr. M.S. Kurhade
Principal
Sanskar Sarjan Education Society's
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Date: 03-10-2018

NOTICE

A meeting is scheduled on 04-10-2018, Saturday at 09:00 a.m. on 4th Floor in Room No. 401 to constitute "Academic Committee" for A.Y. 2018-19. All the teaching and non-teaching staff is hereby requested to attend the same.

Agenda of the Meeting:

1. To discuss upon commencement of Law course & approvals.
2. To discuss and constitute Academic Committee & Adoption of Members.
3. To discuss Admission Process in UG Program.
4. To discuss on implementation of Adhoc Fees as per G.R. of the Office of the Fees Regulating Authority.
5. To schedule Orientation Day for F.Y. LL.B. Sem. I on 6th October 2018.
6. To approve Academic Calendar for A.Y. 2018-19.
7. To discuss time table and workload of faculties for First Half of A.Y. 2018-19.
8. Faculties to submit syllabus along with session plan and teaching plan for First Half of A.Y. 2018-19.
9. To discuss on scheduling viva-voce and submission of assignments for A.Y. 2018-19.
10. To discuss Activities to be held during this Academic Year.
11. To constitute various committees for A.Y. 2018-19.
12. To discuss attendance shortage/detention case policy after completion of regular course duration.
13. Any other matter with the permission of the Chair.

(Dr. M.S. Kurhade)



s/c Aiti Bandyop
Principal
Sanskar Sarjan Education Society's
D.T.S.S. College of Law
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Mumbai-400 097.