



RIZVI EDUCATION SOCIETY'S

RIZVI LAW COLLEGE

New Rizvi Educational Complex, Off Carter Road, Bandra (West), Mumbai 400 050
Phone: 2600 2230, 2600 2222.

Supporting documents for 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.

- 1.The Code of Conduct is displayed on the website
- 2.There is a committee to monitor adherence to the Code of Conduct
- Disciplinary Committee Composition & SOPs
- 3.Institution organizes professional ethics programmes for students, teachers, administrators and other staff -
Report on Professional Ethics programme
- 4.Annual awareness programmes on Code of Conduct are organized- Activity Report – Annual Awareness Programme – presented at the Time of Orientation

Data of Code of Conduct

Sr. No.	Documents
1.	Code of conduct displayed on the website
2.	Disciplinary Committee Composition
3.	SoP of Disciplinary Committee
4.	Report on Professional Ethics programme
5.	Activity Report – Annual Awareness Programme – presented at the Time of Orientation.

Dr. Sajan G Patil
I/c Principal





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CODE OF CONDUCT DISPLAYED ON THE WEBSITE:

<https://law.rizvi.edu.in/Core%20of%20Conduct.html>

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DISCIPLINARY COMMITTEE COMPOSITION

The college has a highly functional disciplinary committee that is committed to overseeing the adherence to the disciplinary code of the college. The committee's objective is to ensure that discipline is maintained within the college premise, which is vital for the smooth functioning of the college and the achievement of its objectives. The Code of Discipline is stated in the college perspective and made as per the Maharashtra Public University Act. The disciplinary committee is responsible for monitoring the college's disciplinary code and ensuring that all students adhere to it. The committee functions as per the SOP outlined below, keeping in mind the principles of natural justice.

The primary function of the disciplinary committee is to notify students of the code of conduct and to take disciplinary action in cases brought to its notice. The committee takes the necessary measures to ensure that discipline is maintained in the college premises and any breach of the code of conduct is dealt with strictly. The committee meets to address complaints received or for any general matters of disciplinary enforcement referred to it. It is committed to maintaining discipline within the college premise and ensuring that all students adhere to the code of conduct. The disciplinary committee's efforts play a crucial role in maintaining a healthy learning environment for all students and achieving the college's objectives.

The committee Composition for the academic year 2022-23 is as follows: -

1. Dr. Sajan Patil
2. Prof. Mehraj Mutawalli
3. Prof. Sadiya Syed
4. Prof. Shweta Shah
5. Prof. Bhoomi Katira

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SOP OF DISCIPLINARY COMMITTEE

1. The Disciplinary Committee is responsible for receiving complaints, either oral or written, regarding a student's conduct or behavior that contravenes the college's regulations. Upon receipt of a complaint, the Convener of the Disciplinary Committee shall summon the committee within 48 hours to deliberate, review and resolve on the complaint.
2. To ensure the authenticity of the complaint, the Disciplinary Committee shall conduct a preliminary inquiry to verify the veracity of the allegations. This may involve interviewing witnesses or reviewing any evidence related to the complaint.
3. If the complaint is substantiated, the Disciplinary Committee shall acknowledge the complaint and document it, alongside any pertinent details such as the date, time, and location of the incident.
4. The parties to the complaint, including the accused student and any witnesses, will be invited to present their points of view. During the hearing, the parties will be allowed to produce evidence or witnesses to support their case. The Disciplinary Committee will take note of the proceedings and any observations made.
5. The Disciplinary Committee shall summon both parties to a joint hearing, where they shall be given a fair hearing and an opportunity to be heard by the other party. The hearing will be conducted professionally and respectfully, ensuring that both parties are given equal opportunities to present their case.
6. Upon reviewing all the facts and evidence presented during the hearing, the Disciplinary Committee shall make its final observations and recommend appropriate disciplinary action to the Principal. The recommended disciplinary action may include suspension, expulsion, or any other disciplinary action deemed appropriate.
7. The findings and recommendations of the Disciplinary Committee shall be sent to the Principal for review and approval. The Principal shall then meet with the Disciplinary Committee to discuss the findings and recommendations and to decide on the appropriate disciplinary action to be taken.
8. The Principal shall issue a notification of the disciplinary action to be taken to the student concerned, detailing the nature of the offense, the disciplinary action taken, and the duration of the punishment. The parties concerned shall be notified of the disciplinary action taken, including any consequences that may result from violations of the college's regulations.

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9. Finally, a notice of the disciplinary action taken shall be displayed on the college notice board to inform the college community of the action taken and to serve as a warning to others who may contemplate violating the college's regulations.

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Report on Professional Ethics programme

Title of the event	Lecture on Professional Ethics
Organized by	Rizvi Law College
Date	15 th December 2022
Time	10.30 a.m – 12.30 p.m
Resource Person	Adv. Mrs. Rubina Akhtar Hasan Rizvi
Venue	Seminar Room

Rizvi Education Society's Rizvi Law College organised a seminar for their students on 15th December, 2022. The seminar addressed the pertinent issue of Professional Ethics at Workplace. The event aimed to create awareness and foster a deeper understanding of ethical considerations in the professional environment. The seminar commenced with a warm welcome of the esteemed guest Adv. Mrs. Rubina Akhtar Hasan Rizvi by Bhavesh Gupta and Muskan Khalique, Presidents of Student Bar Forum, students of 5th Year BLS, setting the stage for an informed discussion on the issue of Professional Ethics at Workplace.

The Key Note speaker Adv. Mrs. Rubina Akhtar Hasan Rizvi delivered a comprehensive talk on the significance of professional ethics, emphasizing its impact on organizational culture, employee morale, and overall success. She further discussed practical approaches and frameworks for ethical decision-making in professional settings. Real-life case studies were presented, allowing participants to engage in group discussions, analyze scenarios, and explore potential ethical dilemmas. This session facilitated the application of ethical principles to practical situations. She further explored the ethical implications of emerging technologies in the workplace, highlighting the need for ethical considerations in the use of AI, data analytics, and other technological advancements.

The Q&A was conducted by Ms. Anushka Parab, student of 4th Year BLS, enabling participants to clear their queries on Professional Ethics at Workplace. The seminar concluded with a vote of thanks delivered by Ms. Muskan Khalique President of Student Bar Forum, student of 5th Year BLS, expressing sincere appreciation to Adv. Mrs. Rubina Akhtar Hasan Rizvi for discussing in detail the Professional Ethics at Workplace.

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Outcomes and Recommendations:

The seminar resulted in a heightened awareness of the importance of professional ethics at the workplace. Participants gained valuable insights into ethical decision-making processes, the significance of a robust code of conduct, and the ethical challenges posed by evolving technologies.

Recommendations arising from the seminar include:

- Implementation of regular ethics training programs for employees.
- Integration of ethical considerations into organizational policies and procedures.
- Encouragement of open communication channels for reporting ethical concerns.
- Periodic review and update of the organization's code of conduct to align with evolving industry standards.



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Activity Report – Annual Awareness Programme – presented at the Time of Orientation.

F.Y.B.L.S./LL.B. Orientation 2022



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The F.Y.B.L.S./LL.B. and F.Y.LL.B. Orientation serves as a platform to introduce you to the vibrant and intellectually stimulating environment that Rizvi Law College offers.

The main objective of the event was to introduce the students to the different committees of the institution and to familiarize them with the Code of Ethics and Conduct that the institution follows. The event was well-organized and planned with the senior students taking the lead in providing detailed information about the various committees in the college and the events organized by them to help the freshers in knowing the law school better.

The event was enlivened by the senior students who spoke passionately about the committees and their objectives, giving detailed insights into how each committee functioned. They also shared their own experiences of being a part of the committees and how it had helped them grow both personally and professionally.

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The discussions were highly engaging and informative, and the students enthusiastically participated in the event, asking questions and seeking clarifications. The entire event was truly invigorating and insightful, offering a momentary yet profound glimpse of Rizvi Law College.

Overall, the event was a resounding success, achieving its objectives and leaving a lasting impression on all attendees.

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I/c Principal

