

Tamil Nadu National Law University (Code of Conduct) Rules, 2021

This Code of Conduct (hereinafter referred to as the 'Code') protects and promotes the vision and mission of the Tamil Nadu National Law University. The establishment and maintenance of a community where there is the freedom to educate and freedom to get educated is dependent on maintaining a sense of order which is established by this Code. It promotes the overall development of the TNNLU Community in a safe and secure environment.

1. Short Title and Commencement

- 1) This Code shall be called 'Tamil Nadu National Law University (Code of Conduct) Rules, 2021'.
- 2) The Code shall come into force from the date of its notification.

2. Applicability

This Code applies to all the students, teachers, administrators, officers and authorities, and administrative/non-teaching staff of the University.

3. Definitions

In this Code, unless the context otherwise requires

- a) "Act" means the Tamil Nadu National Law University Act, 2012 (Tamil Nadu Act No. 9 of 2012).
- b) "Administrative Authorities" means General Council, the Executive Council, the Academic Council, the Finance Committee and the Board of Studies.
- c) "Administrative Officers" includes Vice-Chancellor, Registrar, Finance Officer, Controller of Examinations, and such other persons who may be declared by the regulations to be officers of the University.
- d) "Chancellor" means the Chancellor of the University.
- e) "Pro-Chancellor" means the Pro-Chancellor of the University.
- f) "Employee" means a person appointed by the University on a permanent or temporary basis, full-time or part-time or under contract, and has recognized rights and duties.
- g) "Executive Council" means the Executive Council of the University.
- h) "Finance Committee" means the Finance Committee of the University.

- i) “General Council” means the General Council of the University.
- j) “Hostel” means a unit of residence for the students of the University maintained or recognized by the University in accordance with the provisions of the Act and includes a hostel deemed to be recognized by the University under the Act.
- k) “Regulations” means ‘The Tamil Nadu National Law School Duties and Powers of Officers and Service Regulations, 2016’ made under Section 25 of the Act.
- l) “Registrar” means the Registrar of the University.
- m) “Teachers” mean such Assistant Professors, Associate Professors, Professors, Directors and other persons giving instruction in the University or in hostels and Librarians and other like persons as may be declared by the regulations to be teachers;
- n) “University” means the Tamil Nadu National Law University (TNNLU).
- o) “Vice-Chancellor” means the Vice-Chancellor of the University.

Refer to the “Tamil Nadu National Law University Act, 2012” and the “Duties and Powers of Officers and Service Regulations, 2016” for any other definition.

Chapter I

Code of Conduct for the Students

For the purpose of this Code, the term ‘students’ means any person who is admitted to the Tamil Nadu National Law University for the purpose of Undergraduate, Postgraduate or Ph.D. programmes offered by the University.

Students should make the best use of the golden period of their lives in the University devoting their full potential to learning and developing as a holistic personality as an independent, critical thinker and socially responsible human being as stated in the “vision statement” of the university.

The students should

- i. abide by the Act, Statutes, Ordinances, rules, policies, procedures and cultural practices and the traditions of the University and respect its ideals. Students should aim to achieve the vision and mission of the University.
- ii. stay in the academic institution for a joyful learning experience.
- iii. be punctual and regular to classes and maintain discipline.

- iv. Observe humility in their overall appearance and behaviour.
- v. behave with dignity and courtesy towards all officers and decision makers of the University, the teaching and non-teaching staff and fellow students.
- vi. act as a role model for the junior students by excelling in personal, academic and co and extra-curricular activities.
- vii. maintain harmony in the community by respecting people of different genders, sexual orientation, socio-economic status, caste, religions, languages, cultures or regions.
- viii. contribute towards keeping the campus and surroundings clean and green.
- ix. respect and care for the University's properties including the amenities provided for student's use.
- x. Behave with dignity and respect while undertaking activities outside the university such as internships, inter-university competitions, educational tours/visits or excursions etc.
- xi. be honest while providing information on all documents and avoid any form of falsification of any documents.
- xii. maintain the highest standards of academic and professional honesty and integrity while presenting own academic work and respecting the rights, privileges and property of other members of the academic community.
- xiii. engage in co-curricular and extra-curricular activities by participating or organizing various activities through the Students Activities Forum (SAF).
- xiv. undergo internships and get exposed to various career opportunities and adhere to the Internship rules of TNNLU.
- xv. help teachers in maintaining the learning environment conducive for all students.
- xvi. strive to keep campus ragging free.
- xvii. be gender-sensitive.
- xviii. be sensitive to societal needs and development.
- xix. maintain good health and refrain from any kind of intoxicants and do not indulge in any form of substance abuse.
- xx. adhere to the TNNLU Hostel (Discipline and Conduct) Rules, as modified from time to time.
- xxi. adhere to the Library Rules of TNNLU, as modified from time to time.
- xxii. Refrain from any form of academic misconduct and strictly adhere to the TNNLU Discipline and Examination Rules and Regulations which are applicable from time to time.
- xxiii. strictly follow all other rules and regulations of the University applicable to students.

- xxiv. The University reserves the right to take disciplinary action in any other appropriate situation not set out in these rules and the decisions of the University authorities shall be final and binding on all the students.
- xxv. adhere to the University's security protocols.

Chapter II

Code of Conduct for the Teachers

1. Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself /herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his/her students and society at large. Therefore, every teacher should ensure that there is no incompatibility between his/her precepts and practice. The national ideals of education that have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers are expected to be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- i. adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- ii. manage their private affairs in a manner consistent with the dignity of the profession.
- iii. seek to make professional growth through study and research.
- iv. express free and fair opinion towards the contribution of knowledge by participation at professional meetings, seminars, conferences, etc.
- v. maintain active membership of professional organizations and strive to improve education and profession through them.
- vi. perform duties in the form of teaching, tutorial, practicals and seminar work conscientiously and with dedication.
- vii. Be punctual to classes and engage the classes for the whole period, adhere to the academic schedule as published by the Academic Section every year.
- viii. discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research

- ix. co-operate and assist in carrying out functions relating to the educational responsibilities of the university such as, assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of university examinations, including supervision, invigilation and evaluation.
- x. participate in extension, co-curricular and extracurricular activities including community service.
- xi. abide by Act, Statutes, Ordinances, rules, policies, procedures and cultural practices and the traditions of the university and respect its ideals enshrined in the vision, mission statements of the university.
- xii. adhere to the University's security protocols.

2. Teachers and the Students:

Teachers should

- i. respect the rights of the students to express their opinion,
- ii. not indulge in sexual harassment of any student, nor make any sexist remarks in class or in private conversations with students and colleagues
- iii. deal justly and impartially with the students regardless of their gender, religion, caste, political, economic, social and physical characteristics.
- iv. recognize the difference in aptitude and compatibilities among students and strive to meet their individual needs.
- v. encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- vi. Inculcate in students a scientific temper, the spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.
- vii. treat the students with dignity and not behave in a vindictive manner towards any of them for any reason.
- viii. pay attention to only the attainment of the student in the assessment of merit.
- ix. make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- x. aid students to develop an understanding of our national heritage and national goals.
- xi. refrain from inciting students against other students, colleagues or administration.
- xii. Assist in the all round development of their mentees and keep the Vice-Chancellor informed if and when they find any matter of concern with regard to their mentees.

3. Teachers and Colleagues:

Teachers should

- i. treat other members of the profession in the same manner as they themselves wish to be treated.
- ii. speak respectfully of other teachers and render assistance for professional betterment.
- iii. refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- iv. refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

4. Teachers and Authorities:

Teachers should

- i. discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- ii. refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- iii. co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities that such offices may demand.
- iv. co-operate through their organisations in the formulation of policies of the other institutions and accept offices.
- v. co-operate with the authorities for the betterment of the institution keeping in view the interest, and in conformity with the dignity of the profession.
- vi. adhere to the terms of the contract.
- vii. give and expect due notice before a change of position is made.
- viii. refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of the academic schedule.

- ix. Not cancel classes without permission of the Vice-Chancellor and as far as possible when they wish to go on leave, they should exchange their classes with other teachers of the same class.

5. Teachers and Non-Teaching Staff:

Teachers should

- i. treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking.
- ii. help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

6. Teachers and Guardians:

Teachers should

- i. try to maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the students and the institution.

7. Teachers and Society:

Teachers should

- i. recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- ii. work to improve education in the community and strengthen the community's moral and intellectual life.
- iii. be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- iv. perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- v. refrain from taking part in or subscribing to or assisting in any way activities which tend to promote a feeling of hatred or enmity among different communities, religious or linguistic groups but actively work for National Integration.

The teachers shall act within their powers established under the Act and the Regulations. They shall perform their duties and responsibilities in compliance with the Act and the regulations, as modified from time to time. This Chapter is subject to the changes made in the Code of Professional Ethics by the University Grants Commission from time to time.

Chapter III

Code of Conduct for the Administrative Officers and the Authorities

1. The Administrative Officers should

- i. be responsible, as the principal academic and administrative officers of TNNLU, to see that the provisions of Acts/Statutes/Ordinances and Regulations are duly observed and that the business of the university is carried out in strict adherence thereto.
- ii. comply with laws, rules, and regulations of the government applicable to the TNNLU.
- iii. provide inspirational and motivational, value-based academic and executive leadership through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
- iv. conduct with accountability, transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the University.
- v. act as agents of social change for national development and, therefore, strive for creating an environment conducive for teaching, learning, research and for development of the potential of the University to the maximum extent.
- vi. follow the objectives and policies of TNNLU and contribute constructively to their ongoing evaluation and reformulation.
- vii. maintain the confidentiality of the records and other sensitive matters.
- viii. endeavour to promote a work culture and ethics that brings about excellence, quality, professionalism, satisfaction and service to the nation and society.
- ix. refrain from any misappropriation of financial and other resources.
- x. refuse to accept any gift, favour, service, or other items from any person, group, private business, or public agency which may affect the impartial performance of his/her duties.
- xi. adhere to the University's security protocols.

2. Powers, duties and responsibilities of the Administrative Officers:

The Administrative Officers shall act within their powers established under the Act and the Regulations. They shall perform their duties and responsibilities in compliance with the Act and the Regulations, as modified from time to time.

3. The function of the Administrative Authorities is to ensure that the organization fulfils its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner.

The Administrative Authorities should

- i. work in the best interest of the University.
- ii. work in co-operation with fellow members in carrying out their responsibilities.
- iii. act honestly and in good faith at all times in achieving the University's intended outcomes.
- iv. maintain the confidentiality of information.
- v. adhere to the University's security protocols.

Chapter IV

Code of Conduct for the Administrative / Non-teaching Staff

1. The Administrative/ Non-teaching staff should

- i. carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performance.
- ii. Work efficiently and honestly
- iii. Work as a team amongst themselves and with the teaching staff, remembering that each one of them is a member of the University community.
- iv. Support and facilitate the main function of the University, which is to educate the young.
- v. act timely to redress the genuine grievances.
- vi. maintain the confidentiality of the records and other sensitive matters.
- vii. co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
- viii. care for the University's property.

- ix. facilitate a congenial work environment.
- x. refrain from any form of discrimination.
- xi. not accept bribes nor indulge in any corrupt practices.
- xii. make every effort to complete the assigned work in a time-bound manner.
- xiii. adhere to the University's security protocols.

2. Duties and responsibilities of the Administrative/Non-teaching staff:

The Administrative/Non-teaching staff shall perform their duties and responsibilities in compliance with the Act and the Regulations, as modified from time to time.

In addition to the above rules, all employees in the University are subject to the discipline and appeal rules provided under the chapter 4 of the Tamil Nadu National Law University Duties and Powers of Officers and Service Regulations, 2016.

List of Annexures

Annexure I: The TNNLU Hostel (Discipline and Conduct) Rules, 2018-19

Annexure II: The TNNLU Library Rules

Annexure III: The TNNLU Examination Rules

Annexure IV: The Tamil Nadu Prohibition of Ragging Act, 1997

Annexure V: The Tamil Nadu Prohibition of Eve-Teasing Act, 1998

Annexure VI: The Tamil Nadu Prohibition of Harassment of Women (Amendment) Act, 1998.

Annexure VII: The Tamil Nadu National Law University Act, 2012

Annexure VIII: The Tamil Nadu National Law University Duties and Powers of Officers and Service Regulations, 2016.

Annexure IX: MulyaPravah, Inculcation of Human Values and Professional Ethics in HEIs, University Grants Commission, 2019

Annexure X: Code of Professional Ethics, University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018