



STUDENT COUNCIL CODE OF CONDUCT

1 Intent

This code of conduct applies to:

- (a) Each member of the Student council/ Panel.

2 Purpose

The purpose of this code of conduct is to:

- (a) set out the high standards of honesty, integrity and ethical behaviour expected in performing functions under the Policies formulated by the DY Patil School of Law.
- (b) Guide members as to the practices necessary for confidence to be maintained in their integrity and for them to comply with their obligations in performing functions under the Policies formulated by the DY Patil School of Law.

3 Requirements

Members of the Student Council of D Y Patil School of Law must:

- (a) **act with honesty and integrity**, this means:
 - (i) be open and transparent in their dealings; and
 - (ii) not place themselves in a position of conflict of interest; and
 - (iii) declare any conflict of interest that should arise; and
 - (iv) strive to earn and retain school of law community trust of a high level;

to **act in good faith**, this means:

- (v) demonstrate accountability for their actions; and
- (vi) accept responsibility for their decisions; and
- (vii) make all decisions in the best interests of students; and
- (viii) not engage in activities that may bring them or the school into disrepute

(b) Act fairly and impartially, this means:

- (i) avoid bias, discrimination, or self-interest; and
- (ii) demonstrate respect for others by always acting in a professional and courteous manner; and

(c) Use information appropriately, that is, ensure that information gained in the performance of their functions is kept confidential and only used for proper purposes; and

(d) Use their position appropriately, this means:

- (i) not use their position to seek an undue advantage for themselves, family members or associates; and
- (ii) not cause detriment to the school; and
- (iii) ensure that they refuse any offers of gifts or favours that may cast doubt on their ability to apply independent judgement in performing functions; and



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(e) Act in a financially responsible manner, this means:

- (i) Be accountable for all school resources used in performing functions.

The DY PATIL SCHOOL OF LAW's Student Council Code of Conduct is based upon **these** ethical principles:

- A **member shall** consider the best interests of all students and parents.
- A **member shall** be guided by the School of law mission statement.
- A **member shall** act within the limits of the roles and responsibilities of a School of law.
- A **member shall** recognise and respect the personal integrity of each member of the school community.
- A **member shall** treat all other members with respect and allow for diverse opinions to be shared without interruption.
- A **member shall** promote a positive environment in which individual contributions are encouraged and valued.
- A **member shall** acknowledge democratic principles and accept the consensus of the committee.
- A **member shall** respect the confidential nature of the policies formulated by the School of Law.
- A **member shall** become familiar with relevant school policies and operating practices and act in accordance with them.
- A **member shall** maintain the highest standards of integrity.



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- A ***member shall*** not disclose confidential information.
- A ***member shall*** limit discussions at council meetings to matters under its mandate and of concern to the school community as a whole.
- A ***member shall*** use established communication channels when questions or concerns arise.
- A ***member shall*** declare any conflict of interest.
- A ***member shall*** not accept any payment or benefit financially through council involvement.

PART ONE: RESPECT AND INTEGRITY

Decision making.

School of Law student council panel decisions can affect the whole school community, so they must be fair, justifiable and based on relevant information. Good decisions take into account the school's current and future needs. They bring together all the factors of school life: academic, social, environmental and economic. They don't expose the school to problems that could be avoided. Our decisions should be clear and understandable to our school community.

Legislative requirements

The School of Law student council panel must observe all legislative requirements and instructions from the department and the government. This includes acts, regulations, policies and procedures that have a direct bearing on the school community, including, but not limited to; Policies of D Y Patil School of Law, workplace relations and occupational health and safety acts; and antidiscrimination and freedom of information legislation.

Protecting confidentiality

Council members must respect the need for confidentiality and privacy with regard to sensitive matters that might arise at council meetings, especially where there are matters of a personal nature relating to staff, students or parents. Discussion must remain in the meeting only.



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Integrity in Practice

This means the intentions behind your actions. Behaving with integrity is about dealing with others openly and honestly, as well as observing all the relevant legislative, industrial and administrative requirements.

Reporting of misconduct, corruption or illegal activity

The community expects School of law student council panel members will have a high standard of integrity and be free from misconduct, corruption or other illegal activity. All of us in the school community are accountable for any inappropriate conduct and the School of law student council panel plays an important part in setting standards and ensuring standards are met. If required, council will report any inappropriate behaviour to the authorities.

Internet and email use

School of law student council panel members should only use school internet, intranet and email resources responsibly, safely and as part of their official responsibilities, in line with school of law policies.

Intellectual freedom

Student Council members are free to take part in public debate and express opinion about education policy in general. However, they should not speak on behalf of the School of Law unless the person has been specifically chosen and the statements reflect agreed policy or true intent of the council. The Director is the only person who may make public statements on behalf of the D Y Patil School of Law.

When she or he is speaking officially, they do not speak from a personal position: what they say has to be based on council policy and decisions.

Conflict of interest

A conflict of interest is where the financial or other interests of a School of Law student council panel member or associate are, or look to others as if they are, at odds to our duties as a School of Law student council panel member. We should all be on the look-out for any perceived, potential or actual conflicts of interest, financial or otherwise, and disclose to the council when they arise.

Ensuring merit and equity

When we recruit some people for jobs at the school, we have to work to the merit principle. We choose people with the

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- abilities
- aptitudes
- skills
- qualifications
- knowledge
- experience, and
- Personal qualities to fit the job.

Exerting influence and accepting gifts, benefits or favours

We must never use our position to give the impression that we can influence decisions. We should not accept gifts, benefits or favours which could influence, or be seen to influence, the decisions we make. Where a conflict arises, this must be declared.

Integrity in financial reporting

Financial information in and about School of law student council panel accounts must be accurate and people should be able to trust it. Members must not hide information, or try to influence, coerce, manipulate or mislead internal or external auditors.

A member should understand the financial, strategic and other implications of their recommendations or decisions.

Nepotism and patronage

It is unacceptable for School of law student council panel members to favour relatives (nepotism) or people they know (patronage) in making decisions or getting jobs done.

Council members are expected to represent the school community. Members do not represent one viewpoint or the view of an individual. Council members therefore regularly seek the views and opinions of the whole school community.

Use of School of law student council panel money, property and facilities

School money, property and facilities should be used for official purposes only and with due care.



PART TWO: RESPECT IN PRACTICE

‘Respect in Practice’ refers to how people are treated. As School of law student council panel members, we should consider the impact of what we do and the decisions we make on other people.

Cultural diversity

Cultural diversity is a valuable asset for the school community. School of law student council panel members can expect to work within a culturally diverse environment. We should therefore be inclusive and responsive to everyone; recognising the culture, history, uniqueness and diversity of the different groups in our school community.

Discrimination

School of law student council panel members must not discriminate, directly or indirectly, in the way they deal with individuals or groups on the grounds of age, gender, race, disability, sexuality, marital status, pregnancy or any other ground covered by equal opportunity or anti-discrimination legislation.

Environment

School of law student council panel members must recognise our responsibility to respect, protect and improve the environment in their work.

Equity

Equity is about being fair and just toward all people, but it doesn’t necessarily mean treating everyone in the same way. We might often have to treat a person differently according to their circumstances and needs so they get an equal chance to others. School of law student council panel and school services must be inclusive and responsive to everyone.

Privacy of personal information

Personal information is private and School of law student council panel members have to respect it. We must recognise our responsibility to set the highest standards, as well as meeting legal requirements for collecting, managing, using and disclosing personal information.



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PART THREE: RESPECT AND COURTESY

Colleagues, school staff, students, stakeholders and members of the broader community are entitled to respect, courtesy and to maintain their dignity in their dealings with the School of law student council panel and the school. They must never be coerced or harassed.

The underlying principles of a council's code of conduct include the promotion of:

- schools, parents and communities **working together**
- **respectful** partnerships
- clear and **honest** two-way communication
- **transparent** processes
- **democratic**, informed decision making, and
- personal and professional **integrity**.

Conflict between council members should be dealt with respectfully, fairly and in a manner that reflects the principles of natural justice.

Bullying

Bullying is behaviour that demeans, humiliates, ignores, excludes or intimidates an individual or groups of people. Bullying is when these things happen repeatedly, and it is difficult for the person being bullied to defend against it or make the other person stop.

School of law student council panel members must never bully colleagues, school staff, students, stakeholders and members of the broader community.

Sexual harassment

Sexual harassment is a form of discrimination that can involve sexual solicitation, physical advances or verbal or nonverbal conduct that is sexual in nature. Any behaviour that is unwelcome and offensive, creates a hostile work environment, or is sufficiently severe or intense to be perceived in the context as harassment to a reasonable person, is sexual harassment.

Sexual harassment can be a single act or a number of persistent acts.

PART FOUR: SERVICE TO COMMUNITY

Service to community is consistently providing the highest level of service to the school community. School of law student council panel decisions should meet demand as it arises and should be based on research or professional expertise.

Service awareness

Schools service their community best when they're presented well, efficiently run and well-constructed. School of law student council panel members should take this into account when they're planning any development, including infrastructure projects that affect the school environment. We also need to let our school community know about the work the School of law student council panel is doing.

Complaints handling

We should deal with complaints about the School of law student council panel or school fairly and with respect. The school community is entitled to expect the highest standard of safety and service from the school, particularly when handling complaints.

Dimensions of service

School of law student council panels serve many different groups of people, so we need a high standard of service across the work environment. Measuring the quality of service involves thinking about how well and effectively people do things and what the results of their actions are. As School of law student council panel members, we measure our own standards of service by how effectively we put into practice our commitment to the schools' strategic goals and how consistently and effectively we work with and communicate what we're doing to everyone involved in the school.

Responsive, timely, effective and efficient services

School of law student council panel members should meet any requests from within our school community promptly, objectively and professionally. We need to think outside the square sometimes to develop the most efficient services to our community.



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BREACHES OF THE CODE OF CONDUCT

In the event the actions of a School of law student council panel member are against the intent of this code, they could be asked to step down, or removed from the School of Law Student Council Panel.



In Specification to the Designation (Scope of work and Hierarchy)

Disclaimer:

- a. All the appointed committee/society heads are obligated to report the Secretary for any concern/approval and cases.
- b. The Secretary and the Treasurer are obligated/responsible to report the General Secretary for all the submitted concerns presented before them by the committee/society head.
- c. The General secretary shall further process the same under the complete orders/guidance provided by the Director/Dean.

1. General Secretary of the Student Council is the heading authority above all the other committee(s)/Societies

- a. He/She is the representative of the Student Council
- b. He/She is answerable and has to report to the Director/Dean/Head of Institute or Faculty Incharge or any other managerial authority, as when needed.
- c. He/She is responsible for presiding over all meetings of the Council. He or she with the Secretary prepares the agenda for each meeting and, where necessary, signs the minutes once they have been agreed by the Council to be further put before the final decision authority i.e. Director/Dean of the School of Law
- d. The General Secretary is responsible to create a bridge between the management and the students.
- e. The G.S. assists, coordinates, plan, and communicate with students regarding every event, activity, concern, and takes initiative and responsibility in any affairs.
- f. The grievances/concerns/proposals/prospects are supposed to be addressed to the General Secretary for further initiation of the process before the Director/Dean/Head of the Institute.
- g. He/She is responsible for defining the scope of work of every member of the council including but not limited to Secretary and Treasurer.



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- h. He/She shall take cognizance in all the affairs/dispute within the council and take appropriate step looking at the seriousness of the matter.

2. Secretary of the Student Council

- a. He/She is responsible to assist the General Secretary and to report him/her about the day-to-day working of the council
- b. He/She is answerable and has to report to the General Secretary
- c. He/She shall take a regular follow up from the committee head(s) on their assigned work, and keep the General Secretary in loop.
- d. Minutes of all the meetings shall be made by the secretary.
- e. Along with the General Secretary, he/she shall assist the Gen.Sec. to obtain all required permissions.
- i. All agenda includes a provision for 'Any other business'; this allows Council members to raise a matter for discussion in the event which has not been included on the agenda.

3. Treasurer of the Student Council

- a. He/She is answerable and has to report to the General Secretary of the Student Council, and Secretary and General Secretary are jointly liable to process it further.
- b. To prepare the budget and discuss it with the student council and then take the final approval from the General Secretary and General Secretary is responsible to present this budget before the Budget committee and Director/Dean/Head of the Institute.
- c. To discharge his/her duty as per prescribed and defined by the concerning Authority which may include Director/Dean/H.O.D./General Secretary of the Student Council.



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4. Head of the Moot Court Committee

- a. Along with the General Secretary of the Student Council, shall work and report under the special instructions of the Director/Dean/Head of the Institute.

5. Secretary of the Moot Court Committee

- a. He/She is answerable and has to report to the Moot Court Committee Head/General Secretary of the Student Council
- b. To discharge his/her duty as per prescribed timely/periodically and defined by the concerning Authority, as when needed, including Director/Dean/H.O.D./Head of the Moot Court Committee/General Secretary of the Student Council

6. Head of the Legal Aid Society/Committee

- a. He/She is answerable and has to report to the General Secretary and the above mentioned authorities, to convey and take approvals from the Social Legal Committee Heads (Faculty in charge)
- b. To discharge his/her duty as per prescribed timely/periodically and defined by the concerning Authority, as when needed, including of Director/Dean/H.O.D./General Secretary of the Student Council

7. Head of the Public Speaking Society/Committee

- a. He/She is answerable and has to report to the General Secretary
- b. To discharge his/her duty as per prescribed timely/periodically and defined by the concerning Authority, as when needed, including of Director/Dean/H.O.D./General Secretary of the Student Council

8. Head of the Research and Publication Society/Committee

- a. He/She is answerable and has to report to the General Secretary
- b. To discharge his/her duty as per prescribed timely/periodically and defined by the concerning Authority, as when needed, including of Director/Dean/H.O.D./General Secretary of the Student Council



9. Head of the Athletic Society/Committee

- a. He/She is answerable and has to report to the General Secretary
- b. To discharge his/her duty as per prescribed timely/periodically and defined by the concerning Authority, as when needed, including of Director/Dean/H.O.D./General Secretary of the Student Council

10. Head of the Debate Society/Committee

- a. He/She is answerable and has to report to the General Secretary
- b. To discharge his/her duty as per prescribed timely/periodically and defined by the concerning Authority, as when needed, including of Director/Dean/H.O.D./General Secretary of the Student Council

a. Head of the Cultural Society/Committee

- b. He/She is answerable and has to report to the General Secretary
- c. To discharge his/her duty as per prescribed timely/periodically and defined by the concerning Authority, as when needed, including of Director/Dean/H.O.D./General Secretary of the Student Council

11. Head of the Alternate Dispute Resolution (ADR) Society/Committee

- a. He/She is answerable and has to report to the General Secretary
- b. To discharge his/her duty as per prescribed timely/periodically and defined by the concerning Authority, as when needed, including of Director/Dean/H.O.D./General Secretary of the Student Council



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OATH BY THE STUDENT COUNCIL PANEL MEMBERS

I/We bear true faith and allegiance to the Student Council Code of Conduct of D Y Patil School of Law, that I/We will uphold the sovereignty and integrity within D Y Patil School of Law and that I/We will faithfully discharge the duty upon which I am about to enter

Designations	Name of the Student	Signature
General Secretary		
Secretary		
Treasurer		
Head of the Moot Court Committee		
Secretary of the Moot Court Committee		
Head of the Legal Aid Society/ Committee		
Head of Public Speaking Society/ Committee		
Head of the Athletic Society/ Committee		



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Head of the Research and Publication Society/Committee		
Head of the Debate Society/Committee		
Head of the Cultural Society/Committee		
Head of the Alternate Dispute Resolution (ADR) Society/Committee		

Authorized by

Director, D Y Patil School of Law

Navi Mumbai.