



SVKM'S Narsee Monjee Institute of Management Studies (NMIMS)

(Declared as Deemed to be University under Section 3 of the UGC Act, 1956)

Faculty Code of Conduct / Ethics

EXTRACT OF FACULTY HANDBOOK-2021



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SVKM'S
Narsee Monjee Institute of Management Studies

Deemed to be UNIVERSITY

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Preamble

University has a goal to continuously guide and develop faculty to deliver outstanding performance on a consistent basis. Faculty Assessment process is a critical tool to ensure highest standards of faculty performance as that has a direct bearing on student performance. Hence to support the faculty members regards to their Career Development, providing continuous training & learning avenues, Assurance of Learning, building research culture, etc. University Faculty Handbook gives insight to the faculty members with regards to the Academic structure and various policies of the University across Schools. It will help imbibe the NMIMS culture and understand university expectations.



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NMIMS VISION & MISSION

NMIMS is steadily translating its vision into reality through innovations, student accomplishments, faculty scholarship and integration of industry and society needs with its academic programs across all schools to fulfill the needs of human resources globally. The strategy hinges on its core belief that all programs must enhance the employability of the students through an integrated and inter-disciplinary approach. NMIMS has launched several pioneering initiatives and innovative programs that are informed by its philosophy of bringing integrated perspectives into play. It believes in breaking the boundaries of a discipline to ensure that our students are most sought after by industry.

Vision 2030

Globally admired academic and research university of excellence, best in India, among best in Asia and yearning to be the best in the world distinguished by innovations, accomplishment of its students, scholarship of its faculty, alignment with industry and community needs and contribution to the transformation of the Indian Higher Education.

NMIMS recognition will be as an institution that promotes intellectual excitement, merit, diversity, inclusiveness, transparency and graduate employability at the global level.

Mission

Emerge as a centre of excellence best in class in India and Asia and yearning to be the best in the world 2030.



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I. Faculty members and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A faculty member is constantly under the scrutiny of his students and the society at large. Therefore, every faculty member should see that there is no incompatibility between his precepts and practice. The national ideals of education which 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 faculty member should be calm, patient and communicative by temperament and amiable in disposition.

Faculty member should:

- (i) Adhere to a responsible manner of conduct and demeanor 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 continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance, Rules & Regulations of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the schools and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.



II. Faculty members and Students

Faculty members should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainment, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students' scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals;
- (x) Refrain from inciting students against other students, colleagues or administration.

III. Faculty members and Colleagues

Faculty members should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other faculty members and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.



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IV. Faculty members and Authorities:

Faculty members 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/University by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their Schools in the formulation of policies of the other Schools and accept offices;
- (v) Co-operate with the authorities for the betterment of the University/Schools keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract/appointment;
- (vii) Give and expect due notice before a change of position takes place; and
- (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 academic schedule.
- (ix) Faculty member's behaviour should not bring the University into disrepute.

V. Faculty members and Non-Teaching Staff:

Faculty members should:

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, across departments;
- (ii) Help in the functioning of joint-staff councils covering both the faculty members and the non-teaching staff.

VI. Faculty members and Guardians

Faculty members should:

- (i) Try to see through faculty members' bodies and organizations, that



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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 institution.

VII. Faculty members and Society

Faculty members should:

- (i) Recognize 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 feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

Mehta

(Registrar, NMIMS)

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