



Code of Ethical & Professional Conduct - Faculty

BML MUNJAL UNIVERSITY

67th MILESTONE, NH-8, SIDHRAWALI, GURUGRAM, HARYANA-122413





CODE OF CONDUCT

VISION

BML Munjal University (BMU) seeks to nurture ethical leaders who are skilled, knowledgeable and have the life skills required for leading their organization to success. The university shall seek the advancement and dissemination of practically oriented knowledge benchmarked with the best global standards.

MISSION

BML Munjal University aims to be a leading university for the quality and impact of its teaching, research, and linkages with major stakeholders. The focus of the university is to find creative solutions to problems through the application of knowledge. The university aims to create a talented community of students and faculty who excel in teaching, learning and research, in a creative stimulating environment. The university will collaborate with other institutions for the development of science, technology, and arts in global context.

CORE VALUES

CARE towards people, communities, and the environment
PURSUIT of EXCELLENCE in learning, research, and community service
FREEDOM of thought and thought leadership.
INTEGRITY and OWNERSHIP



Code of conduct is a business policy that outlines accepted and prohibited employee behavior. It is a collection of rules and regulations that includes what is / is not acceptable or expected behavior. It serves as a statement of what values the organization stands for and the ethical as well as business conduct that employees should possess to help achieve the organization's vision and goal.

Why Code of Conduct is important?

It defines the values of an organization and provides all employees, the boundaries of their behavior in relation to their duties towards the organization. A well-written code of conduct clarifies an organization's mission, vision, values, and principles, linking them with standards of professional conduct. Written codes of conduct or ethics can become benchmarks against which individual and organizational performance can be measured. Additionally, a code is a central guide and reference for employees to support day-to-day decision making. It encourages discussions of ethics and compliance, empowering employees to handle ethical dilemmas they encounter in everyday work. It can also serve as a valuable reference, helping employees locate relevant documents, services and other resources related to ethics within the organization.

Code of Ethical & Professional Conduct for Teachers:

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 profession further requires that the teacher should be calm, patient, and communicative by temperament and amiable in disposition.

The teaching profession has a distinguished record of service in our country. This code of Professional Conduct for Teachers reiterates and makes explicit the values and standards that have long been experienced by pupils/students through their participation in education.

Purpose of the Code:

The Code of Professional Conduct for Teachers applies to all registered teachers.

Its purpose is threefold:

- a) It serves as a guiding compass to teachers, seeking to steer an ethical and respectful course through their career in teaching, and to uphold the honor and dignity of the teaching profession.
- b) It may be used by the education community and the wider public to inform their understanding and expectations of the teaching profession in India.
- c) It has an important legal standing and will be used by the Executive Council as a reference point in exercising its investigative and disciplinary functions.



The Code begins by setting out the ethical foundation for the teaching profession. This is encapsulated in the values of Respect, Care, Integrity, and Trust that are reflected throughout the Code. These core values underpin the work of the teacher in the practice of his / her profession.

The Code then sets out the standards which are central to the practice of teaching and expected of them. The standards identify teachers' professional responsibilities and are framed as statements under seven separate headings:

- a) Teachers and their Responsibilities
- b) Teachers and students
- c) Teachers and Colleagues
- d) Teachers and Authorities
- e) Teachers and Non-Teaching Staff
- f) Teachers and Guardians
- g) Teachers and Society

Teachers And Their Responsibilities:

Teachers should:

- Faculty members should work within the institutional policies and practices so as to satisfy the vision and mission of the university.
- Faculty members should adhere to a responsible pattern of conduct and demeanor expected of them by the university.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Faculty members should refrain from engaging or encouraging any such political activities that may disturb peace and harmony in the university.
- Seek to make professional growth continuous through study and research.
- Express a free and frank opinion by participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- Maintain an active membership of professional organizations and strive to improve education and profession through them.
- Perform their duties in the form of teaching, tutorial, practical, practical teaching, seminar, symposium, workshop, and research work conscientiously and with dedication.
- 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 counseling students as well as assist in the conduction of university examinations, including supervision, invigilation, and evaluation.
- Participate in extension, co-curricular and extra-curricular activities including community service.
- **Refrain from offering, giving, requesting, or accepting a bribe or any financial favour** to influence a third party to perform their job improperly or to influence their decision, or as a reward for doing any of the above
- Maintain appropriate levels of confidentiality with respect to student records and other sensitive matters, and never share work related confidential information to outside networks including emails.

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Teachers and The Students:

Teachers should:

- Respect the right and dignity of the student in expressing his/her opinion.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social, and physical characteristics.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- Inculcate among students a scientific temperament and outlook as also respect for physical labor and ideals of democracy, patriotism, and peace.
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Pay attention to the student in the assessment of merit without any bias.
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- Aid students to develop an understanding of our national heritage and national goals.
- Refrain from inciting students against other students, colleagues, or administration

Teachers and Colleagues:

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Speak respectfully of other teachers and render assistance for professional enhancement.
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

Teachers and Authorities:

Teachers should:

- 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.
- Refrain from undertaking any other employment and commitment including private tuition and coaching classes.
- Co-operate in the formulation of policies of the University by accepting various offices and discharge responsibilities which such offices may demand.

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- 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.
- Should adhere to the conditions of the contract.
- Give and expect due notice before a change of position is made.
- Take leave as per rules with prior intimation, keeping in view their particular responsibility for completion of their official obligations.

Teachers and Non-Teaching Staff:

- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking within the University.
- Teachers should help in the function of joint staff councils covering both teachers and the non-teaching staff.

Teachers and Guardians:

Teachers should: Try to ensure through teachers' bodies and organizations, that institution maintains contact with the guardians, their students, sends reports of their performance to the guardians whenever necessary and meets the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

Teachers and Society

Teachers should:

- Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
- Work to improve education in the community and strengthen the community's moral and intellectual life.
- 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.
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- 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, religions or linguistic groups and actively work for National Integration

Implementation of the Code of Conduct is an ongoing process as the University strictly follows the following Policy/Code of Conduct framework in addition to complying with other Laws applicable to it.

- Policy on Prevention, Prohibition, and Redressal of Sexual Harassment of Employees and Students, BML Munjal University, Gurugram notified vide letter no: BMU/RO/2020|049; dated February 12,2020: Sexual harassment, in any form, will never be tolerated at BMU. At BMU, we are completely committed to providing a workplace that is free of sexual harassment, sexual intimidation and one that is completely compliant with all regulations regarding the same. Sexual harassment,

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whether physical or verbal, refers to any form of sexual exploitation or any activity that suggests sexual favors will bring academic promotion, reward or will influence an employment decision; or will influence the results of an evaluation or the freedom to participate in any university activities. Sexual harassment also occurs when there is a suggestion that funding/freedom for research and academic activities will be based on the sexual favors granted. Sexual harassment also occurs when an individual is treated differently based on their gender and sexual orientation. BMU follows a zero-tolerance policy towards sexual harassment against people of the opposite gender or of the same gender. Further BMU encourages you to communicate if you see something inappropriate. If you or someone you know has been a victim of sexual harassment, please report the incident to your dean. Penalties for sexual harassment include a referral and possible dismissal. The University will provide sexual harassment training to all faculty members during faculty orientation.

- **Regulation on Promotion of Academic Integrity and Prevention of Plagiarism of the university** notified vide letter no BMU/RO/RPAIPP/2018/0225; dated August 18, 2018: At BMU, we uphold the highest academic standards in research and scholarship and any com- promises will never be tolerated. It is contrary to the ethical code of conduct to submit other's original ideas as your own whether in a research publication, in a conference presentation, or in university academic settings. Fabricating or inventing data and citations also counts as plagiarism. All cases of plagiarism will be dealt with in accordance with the academic dishonesty policy at BMU.
- **Acceptable IT Use Policies of BML Munjal University, Gurugram** notified vide letter no BMU/RO/ 2019/78; dated May 02, 2019: BMU is committed to provide IT resources to its faculty, staff, students, and visitors for the sole purpose of professional, academic, and scholarly use. All account holders are responsible for the judicious use of IT resources in the fulfillment of their duties. Account holders will also be responsible for all activity initiated from their accounts and all downloads to their accounts. Please refer to Acceptable IT Use Policies of BML Munjal University, Gurugram notified vide letter no BMU/RO/ 2019/78; dated May 02, 2019.



Registrar
BML Munjal University Gurugram