



**Sheila Raheja School of Business  
Management and Research**

**Code of Conduct  
and  
Professional Ethics  
For  
Teaching Staff**

**Preamble:**

This Handbook indicates the standard “Code of Conduct” and “Professional Ethics” of the Sheila Raheja School of Business Management and Research (hereinafter referred to as ‘Institute’) for all teachers working with the institute whether permanent or ad-hoc basis. All teachers must know that it is incumbent upon them to abide by this Code of Conduct and Professional Ethics (hereinafter referred to as the ‘Code’) and the rights, responsibilities including the restrictions mentioned therein.

The institute’s endeavour by means of enforcing this Code is to administer a proactive systematic disciplinary approach and providing a system which promotes institute’s and teachers’ growth through individual and collective responsibility.

All teachers are requested to be well conversant with this Code and provide a signed copy back to the administration department for the records.

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## 1. ABOUT THE INSTITUTE

**Established upon a tradition of excellence**, Sheila Raheja School of Business Management & Research (SRBS) is a one-of-its-kind B-School in the heart of Mumbai's Suburban, Bandra. With a strong focus on moulding tomorrow's leaders, SRBS offers a dynamic AICTE/DTE affiliated to the University of Mumbai and recognized by the Government of Maharashtra approved degree program in Master of Management Studies (MMS) that will equip you with the specialized skill sets that are needed to face real time business situations. Our strength lies in providing and promoting a value based education that can be applied to every circumstance in the professional realm.

The philosophy of the B-School is deeply rooted in bestowing students with a rich exposure in curricular experiences that accommodate eclectic learning styles. Fully equipped with a sprawling campus and highly reputed national and international faculty, we strive to impart a high quality management education that will be the mainstay of students in authentic business situations. With an equal emphasis on academics and extra- curricular activities, it is our endeavour to successfully juxtapose raw potential with expert guidance.

A feature that sets apart SRBS from other B-Schools is the carefully selected mix of students with diversity as a stated objective so that they can leverage from each other's experience in addition to theoretical studies in the classroom, thereby creating a truly enriching learning experience.

As the global business scenario gets increasingly complex and dynamic, SRBS prepares students to manage and lead in such dynamic business situations by providing a diverse and challenging environment where they can learn and grow and finally walk out, ready to lead and inspire.

## **2. Work timings of the institute**

The lecture timings for the students are from 8.30 am to 3.30 pm. In order to start and finish classes on time, it is expected that the teachers reach the institute at 8.15 am (15 minutes before the first lecture starts) and remain in the institute at least until 3.45 p.m. (15 minutes after ending the last lecture).

A teacher is expected to devote min 44 hours on work in a week.

## **3. Workload of the Teachers**

The teaching workload of the full-time teachers shall be not less than 16 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the institute. Direct teaching-learning process hours per week should be as follows:

- Assistant Professor: 16 hours
- Associate Professor and Professor: 14 hours

A relaxation of two hours in the workload may, however, be given to Professor and to those who are working on extension and research activities including supervising to Ph. D. students of the institute. In no case relaxation will be more than 4 hours.

A teacher who is research guide is expected to devote minimum 6 hours per week on research related to paper publication and guiding Ph. D students. The research time spent on research work by the teacher on his/her own PhD shall not be counted in research working hours.

## **4. Duties of the Teacher**

- I. Subject to the supervision and general control of the Management and the Director, the teacher shall devote his/her time and energy to develop and improve his/her academic and professional competence by availing all opportunities to attend and participate in academic programmes, such as Seminars, workshop, Orientation Programme and Refresher Courses, In- service programme, etc. The Management and the Director shall give the teacher every possible opportunity to do so.

- II. The teacher shall perform his/her academic duties such as preparation of lectures, demonstrations, assessment, guidance to research, tutorials, University, and Institution examinations, and will encourage pursuit of learning in the students.
- III. The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as the Director shall allot from the syllabus to him/her, from time to time and shall not ordinarily remain absent from work without intimating the Director.
- IV. In addition to the duties of teaching and allied activities, the teacher shall when required, attend to extracurricular, co-curricular activities organized by the University/the Institution and administrative and supervisory work and maintenance of records and self-reports or any other duties befitting the status of a teacher assigned to him/her by the Director.
- V. The teacher shall help the University and the Institution authorities to enforce and maintain discipline and inculcate good habits among the students.
- VI. In case of Professional Colleges, the teacher shall perform such other duties as are prescribed by their respective Central Councils and accepted by Government and University, from time to time.

## **5. Code of Conduct for Teachers**

- I. The teacher shall be available for the Institution full- time and shall serve in such capacity and at such place, as he/she may, from time to time, be so directed.
- II. The teacher shall conform to and abide by the provisions of the Universities Act, Statutes, Ordinances, Regulations, and Rules and Directives and decisions of the Competent Authority. The teacher shall also observe, comply with and obey all orders and instructions which may, from time to time, be given to him/her by the Director of the Institution.
- III. The teacher shall at all time maintain absolute integrity, show devotion to his/her profession and shall do nothing which is unbecoming of a teacher and his/her profession.

- IV. The teacher shall extend utmost courtesy and attention to all persons with whom he/she has to deal in the sphere of his/her duties. He shall strive hard to promote and protect the interest of the Institution.
- V. The teacher shall not accept or permit any member of his/her family or any person acting on his/her behalf to accept any gift in cash or in kind for his/her own benefit from any person including another teacher or employee for a work to be done in connection with the business of the Institution. Provided that, the collection of monthly subscription of membership at the prescribed rate collected by the office bearer of the Association, Union or the Club shall not amount to gift or realization of other contribution for this purpose.
- VI. The teacher shall not, without prior permission of the Competent Authority, remain absent himself from his/her duties. **In the circumstances or reasons beyond his/her control, he/she shall intimate or cause to intimate to Competent Authority within five days from the first date of absence**, failing which his/her absence may be treated as leave without pay, and he/she shall further be liable to such disciplinary action as the Competent Authority may deem fit. However, that the Competent Authority shall condone this condition in respect of a teacher who for reasons beyond his/her control was unable to convey the cause of his/her absence.
- VII. The teacher or his/her near relative shall neither bid directly or indirectly at any auction of any college property nor submit any tender for any supply to the Institution.
- VIII. The teacher or his/her relative shall not use the college property including the residential accommodation, if any, for conducting any trade or business, coaching classes, tuition, occupation or for any other purpose.
- IX. The full-time teacher shall not engage himself in any trade, business coaching classes, tuition, imparting instructions leading to any certificate, diploma or degree course(s) or any other occupation which is not part of his/her duties as prescribed under these Statutes.
- X. **The teacher shall not write guides, notes, questions and answers, circulation, etc. for commercial benefit.**
- XI. The teacher shall abide by The Code of Professional Ethics laid down by University Grants Commission/respective Apex Bodies from time to time.

## 6. Improper Conduct

The teacher shall perform all his/her duties faithfully and will not avoid his/her responsibility. The following lapses would constitute improper conduct on the part of the teacher:

- I. Failure to perform his/her academic duties such as lecturing, demonstrating, assessing, invigilating, etc.
- II. Gross partiality in assessment of students, deliberately over/under marking or attempt of victimization on any grounds.
- III. Inciting or instigating students against other students, colleagues, administration. (This does not interfere with his/her right to express his/her differences on principles in seminars or other places where students are present.)
- IV. Raising or exploiting questions of castes, creed or religion, race or gender in his/her relationships with the students and his/her colleagues and trying to use the above considerations for improvement of his/her prospects.
- V. Refusal to carry out the decisions of appropriate authorities, officers, administrative and academic bodies of the University. This will not inhibit his/her right to express his/her difference with their policies or decisions, expression, provided that he/she will not use the facilities or forum of the University or Institution to propagate his/her own ideas or beliefs for or against a particular political party or alignment of political or religious activities.
- VI. Accepting tuitions, conducting/participating in private coaching directly or indirectly or any classes or courses in any manner.
- VII. Involvement in non-academic activities directly or indirectly such as i) Writing of questions-answers, guides, key, likely questions, cyclostyled or photocopied notes, etc. ii) Undertaking of any office of profit, agency.
- VIII. Intoxicating drinks or drugs in force in any area in which he/she may happen to be for the time being;
- IX. Consume any intoxicating drink or be under the influence of any intoxicating drink or drug during the course of his/her duty; and the performance of his/her duties at any time is affected in any way by the influence of any such drink or drug;



- X. Consuming any intoxicating drink or drug and appearing in a public place in a state of intoxication, unable to control his/her behavior.

## **7. Policy of academic integrity**

As a premier institution for management education and research, SRBS values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and publication. SRBS believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of SRBS and its research missions, and hence, violation of academic integrity constitutes a serious offence.

### **7.1 Scope and Purpose of Academic Integrity Policy**

- I. This Policy on academic integrity, which forms an integral part of the Code, applies to all teachers at SRBS and are required to adhere to the said policy. The purpose of the Policy is twofold:
- To clarify the principles of academic integrity, and
  - To provide examples of dishonest conduct and violations of academic integrity.
- II. Failure to uphold these principles of academic integrity threatens both the reputation of the institute. Every teacher therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.
- III. The principles of academic integrity require that a teacher,
- Properly acknowledges and cites use of the ideas, results, material or words of others.
  - Properly acknowledges all contributors to a given piece of work.
  - Makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
  - Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.

- Treats other in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a teacher neither facilitates academic dishonesty by others nor obstructs their academic progress.

## **7.2 Violations of this policy include, but are not limited to:**

7.2.1 Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:

- Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
- Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- Paraphrasing or changing an author's words or style without citation.

### **7.2.2 Conflict of Interest:**

A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various

committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

## **8. Code of Professional Ethics**

### **8.1 Teachers and their rights:**

The Teachers shall enjoy full civic and political rights as provided by the Indian Constitution. The teachers shall have a right to adequate emoluments, and academic freedom, social position, just conditions of service, professional independence and adequate social insurance.

### **8.2 The Code of Professional Ethics**

#### **a) *The teachers and their responsibilities:***

Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her 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, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

A teacher shall:

- i. Adhere to a responsible pattern of conduct as demanded or expected of him/her by his/her peers and the community.
- ii. Manage his/her private affairs in a manner consistent with the dignity of the profession.
- iii. Seek to make professional growth continuous through study and research, writing and decent conduct.
- iv. Express free and frank opinion by active participation at professional

meetings, seminars, conferences, etc. towards the contribution of knowledge.

- v. Maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
- vi. Perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- vii. Co-operate and assist in carrying out functions relating to the educational responsibilities of the Institution and the University such as : assisting in appraising applications for admission, advising and counseling students, work for accreditation as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and
- viii. Participate in extension, co-curricular and extracurricular activities including community service.

***b) Teachers and the students:***

The teacher shall

- ii Respect the right and dignity of the student in expressing his/her opinion.
- iii Deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
- iv Recognize the difference in aptitude and capabilities 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 among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- vii Be affectionate to the students 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 himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- x Aid students to develop an understanding of our national heritage and national goals, and
- xi Refrain from inciting students against other students, colleagues or administration.

**c) Teachers and Colleagues:**

The teachers shall always

- 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 exploiting considerations of caste, creed, religion, race or gender in their professional endeavor,
- V. Be thoroughly social and humane, democratic and rational, towards other teachers,
- VI. Strive at any cost to remove and wash out the local tensions and controversies and disputes.
- VII. Believe in union and unity of the colleagues.

**d) Teachers and authorities: The teachers shall**

- I. Discharge their professional responsibilities according to the existing rules and adhere to procedure 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. Not undertake any other employment and commitment including private tuitions and coaching classes;
- III. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- IV. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- V. Should adhere to the conditions of contract;
- VI. Give and expect due notice before a change of position is made; and

- VII 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.

e) ***Teachers and non-teaching employees:***

II. The teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.

III. The teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.

a) ***Teachers and guardians:***

The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report 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.

f) ***Teachers and Society:***

The teachers shall

- 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 and economic 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 office.
- 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, relations or linguistic groups but actively work for National Integration.

## **9. Terms and conditions of appointment and service of teachers at SRBS**

The terms and conditions related to appointment of teachers and their service with the institute including rules and regulations pertaining to leave, salary, promotion, increments, pay fixation, disciplinary action, resignation etc. shall be governed as per rules framed under UNIFORM STATUTES for Affiliated Colleges UNDER SECTION 72 (10) read with section 71 (20) and section 105 (10) of the maharashtra public universities act, 2016.

### **UNDERTAKING**

I, **Dr. Rajesh Chouksey, Associate Professor** say that I have carefully read the Code of Conduct and Professional Ethics of Sheila Raheja School of Business Management and Research and understood the contents of it fully. I hereby UNDERTAKE that I shall abide by the Code of Conduct & Professional Ethics.

Name: **Dr. Rajesh Chouksey**

Designation **Associate Professor**



Signatures

Employee Code: **077**

SRBS