

CODE OF CONDUCT FOR BIITM FACULTY MEMBERS

BIITM lays a great deal of emphasis on choosing faculty, recognizing the fact that the B School's faculties are its major assets. Faculties have an overweening influence on the students both graduate and post graduates.

In ensuring that the ambience of the B School remains positive and of high standards, the B School has issued the following guidelines for the faculties.

The code of conduct is broadly divided into 3 areas; general code of conduct, professional conduct and interpersonal conduct with focus on behavioural aspects.

General Code of Conduct

1. Every faculty of the B School shall at all times
 - i. Maintain absolute integrity;
 - ii. Maintain devotion to duty; and
 - iii. Do nothing which is unbecoming of a BIITM faculty.
2. Every faculty of the B School holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control and authority
3. Misconduct Without Prejudice to the generality of the term "misconduct", the following acts of omission and commission shall be treated as misconduct:
 - i. Theft, fraud or dishonesty in connection with the business or property of the B School or of property of another person within the premises of the B School
 - ii. Taking or giving bribes or any illegal gratification.
 - iii. Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
 - iv. Acting in a manner prejudicial to the interests of the B School.
 - v. Wilful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his superior.
 - vi. Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds or satisfactory explanation.
 - vii. Habitually late or irregular attendance.
 - viii. Neglect of work or negligence in the performance of duty including malingering or slowing down of work.
 - ix. Damage to any property of the B School.
 - x. Interference or tampering with any safety devices installed in or about the premises of the B School.
 - xi. Drunkenness or riotous or disorderly or indecent behaviour in the premises of the B School or outside such premises where such behaviour is related to or connected with the employment.
 - xii. Gambling within the premises of the establishment.
 - xiii. Smoking within the premises of the establishment where it is prohibited.

- xiv. Collection without the permission of the competent authority of any money within the premises of the B School except as sanctioned by any law of the *land for the time being in force or rules of the B School.*
 - xv. Sleeping while on duty.
 - xvi. Commission of any act, which amounts to a criminal offence involving moral turpitude.
 - xvii. Absence from the B School place of work without permission or sufficient cause.
 - xviii. Commission of any act subversive of discipline or of good behaviour.
4. Abetment of or attempt at abetment of any act which amounts to misconduct. *Note: The above instances of misconduct are illustrative in nature, and not exhaustive.
 5. No faculty of the B School shall engage himself/herself or participate in any demonstration, which involves incitement to an offence.
 6. No employee shall speak to media about B School policies and affairs without proper authorization from the management

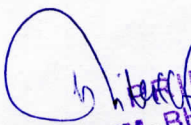
Professional Code of Conduct

1. Every faculty must uphold the ideals of integrity, transparency and accountability in the discharge of their duties.
2. All faculties must follow the B School's timing and adhere to it strictly.
3. All classes must be conducted on time and in a salubrious atmosphere of learning
4. No faculty must indulge in gossip or spreading false news which can be construed as prejudicial to the B School's image and reputation.
5. No faculty shall behave in an improper manner with administrative or supervisory staff, thereby creating an atmosphere of angst and mistrust among the faculties
6. All faculties must motivate the students to carry out research in their respective fields by providing timely inputs and must at the same time inspire them to publish articles in journals of repute
7. All faculties must create an ambience where research is given high priority and must assist their junior colleagues to undertake research-based activities for pedagogical innovations in the interest of the students.

Interpersonal Code of Conduct

1. All faculties must behave with colleagues with utmost respect, and at no point, must behave irrationally thereby affecting the cordiality among faculty members
2. No faculties must participate in demonstrations within or outside the campus, which may affect the institution's standing in the community

The aforementioned points are shared with the faculties when they are recruited and followed strictly by the management of BIITM.


(Principal)
PRINCIPAL
BIITM BHUBANESWAR