



# **Acharya Institute of Management and Sciences**

## **Code of Conduct – Faculty and Staff**

#### 4. CODE OF CONDUCT - FACULTY and STAFF

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Mutual respect and fraternal feelings are expected of all employees of AIMS Institutes to ensure proper relationships and a congenial work environment. Every individual member is accountable for his/her action and as members of the Institute community, they are collectively accountable for upholding the standards of behavior. The management reserves the right to amend the policies, whenever necessary, and shall be effective from the date of formal notification of guidelines. Any change in the guidelines will be notified and communicated through circulars, email or official groups.

All employees are expected to

1. Be present in the campus during working hours on all working days and days specifically notified.
2. Conduct the Institutes transactions with utmost honesty, accuracy and fairness.
3. Co-operate whole heartedly with the authorities of the Institute for professional responsibilities.
4. Maintain a supportive environment for working and learning.
5. Ensure appropriate dress-code.
6. Demonstrate a concern for the appropriate use and maintenance of all equipment and stationery provided by the college for various uses.
7. Demonstrate courtesy, respect, patience and willingness to help in all their interaction with students, teachers, guardians, admin staff and the general public in any context.
8. Strive actively to avoid conflict between themselves and any stakeholder
9. Carry out any additional work assigned to them
10. Ensure appropriate media/social media behavior:
11. Not to interact on behalf of the Institute with media representatives or invite media persons to the campus without the permission of the Institute authorities.
12. Not post derogatory comments about individuals / institute on social media or indulge in any such related activities that could have negative ramifications on the reputation of the Institute.
13. Avoid condemnation of authorities, behavior through anonymous communication to outsiders/newspapers
14. Not discuss with unauthorized individuals about profession related information.
15. Not indulge in conversational conflicts which harm the dignity of the Institute.
16. Not indulge in any political election/dharna/ boycott etc.
17. Not use any intoxicating drug or liquor during the duty hours and in the premises.

Faculty member should not miss the scheduled classes. Under unavoidable circumstances, faculty members should make alternative arrangement to handle his/her scheduled work.