

## CODE OF CONDUCT

for

### STUDENTS, FACULTY, NON-TEACHING STAFF & DIRECTOR

The code of conduct complements our mission statement. The objective of code of conduct is to capture the standards of good conduct in written form. It will enable us to act in accordance with the pillars/values of the Institute, which will foster the achievement of goals within the mission statement. The code of conduct applies equally to all the following members of Institute affiliate:

- Students of every Course
- Non-Teaching Staff
- Faculty members
- Alumni
- Director

#### Standards of Good Behaviour

We shall strive for exemplary conduct in everything we do in our roles as members of the Institute.

- **Agility:** Willingness to respond, listen and act through the dynamic approaches.
- **Innovation:** Idea is an asset, we believe. We nurture this idea and take it to a newer level each time.
- **Integrity:** An experience of wholeness built through academic freedom, ethical behaviour and shared governance.
- **Trust:** Every initiative and effort that we undertake creates lasting progress in the lives of those we serve.
- **Excellence:** Eminence in teaching and research leads to a path towards excellence.
- **Mutual Respect:** An establishment driven by free exchange of ideas, diversity and harmony with a feeling of gratitude.

#### CODE OF CONDUCT FOR THE DIRECTOR

- The Director serves as the chief administrative officer and spokesperson of the Institute.
- The Director provides a communication link between campus administrators and coordinates long-range planning for the Institute.
- The Director should work to build trust through regular and open communication.
- Serve as an agent of change, helping the College to advance.
- Director should ensure transparency and fair means in academic and administrative activities of the Institute
- HOI should be clear in communicating Job roles and expectation from an individual
- The Director should keep management informed on all the operational activities of the Institute
- The Director should ensure that all the expenses are done in the best interest of the Institute with prior approval from the management

*Sr* **DIRECTOR**

**ADITYA INSTITUTE OF MANAGEMENT  
STUDIES & RESEARCH**

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- The Director should keep management well informed while dealing in media and social media affairs
- The Director should be fair towards students and all the staff and should ensure the healthy work environment
- The Director should empower all the staff in the fair manner as per their capabilities so that the goals of the organization is achieved with the team spirit
- HOI should stand by their words
- HOI should ensure the smooth conduct of on-boarding and off-boarding exercise of the employees
- HOI must refrain from any from any inappropriate conduct of relationships with the student and staff
- HOI should maintain confidentiality in the institution matters
- In matter of any dispute with stake holders, HOI should keep management informed
- The HOI should observe the Act, statues, ordinance, Rules and other orders issues there under by the statutory bodies and authorizes, from time to time to avoid any lapses and penalty
- The Director should that all the staff members are getting fair chance of opportunities and should encourage them for better career growth

#### **CODE OF CONDUCT FOR STUDENTS**

- A student should behave in a manner appropriate to the academic environment while in college or anywhere-outside. He/she should recognize that they are the institute representative and project the image of the Institute, through their behaviour.
- The student should meet the requirement of 75% attendance per semester.
- Students are expected to maintain the dignity and decorum of the classroom through appropriate dress code and behaviour. Any act of disrespect or discourtesy to the guests, teachers or the staff will be considered as an act of indiscipline.
- Ragging, consumption of alcohol, drugs, smoking, chewing of tobacco, gutka and paan is not permitted.
- Chewing gum in the campus is strictly prohibited.
- Wearing of I-Card is compulsory when on campus.
- Use of Cell phones in the classroom, computer labs & library is strictly prohibited.
- Use of internet other than for academic-related activities is prohibited.
- Students should read the notice board on a regular basis.
- If a student wishes to remain absent due to any important reason like medical emergencies, then he/she should submit the application to the program Head / Faculty-in-Charge
- Students should return all the library books to the library within the prescribed time.
- Students should appear for all the internal and external examination activities like test, role play, written test, case study, etc. as part of synchronised evaluation.
- All committee meetings, functions, programs and seminars must be organized with the prior approval of the Faculty-in-charge / Program Head.

The Management of the institute reserves the right to expel any student on grounds of non-compliance of guidelines and regulations laid down from time to time. Decision of the Management will be final and binding.



  
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## Guidelines for Students for Online Lectures

### Virtual Classroom Space

The Student needs to be seated in a dedicated study space for the duration of the virtual class, with no distractions.

1. Students are requested to maintain silence and not disrupt the class when the session is on. They also need to keep **Video On** during the session unless suggested otherwise by the faculty.
2. Students are expected to use headphones mandatorily, so that there is minimum distraction to them.

### Virtual Classroom Decorum

Students are expected to login into each class 10 minutes before the scheduled start time of the class.

1. Students will not eat during class hours. Water bottles are allowed in the class though.
2. Students are expected to be dressed formally/decently for the class sessions.
3. Complete all assignments and work in a timely and thorough manner
4. Students should not:
  - a. Share login credentials with anyone else
  - b. Knowingly upload any file or program that contains a virus, malware or other malicious code
  - c. Use anyone else's login account
  - d. Keep themselves on mute till professor takes their name or asks to unmute
  - e. Keep themselves on mute when the professor has asked him/her speak. If the student doesn't unmute and respond to the professor, he shall be marked absent.
  - f. Write, use, send, download or display any information that is hostile, insulting to others, obscene, threatening, or otherwise offensive
  - g. Engage in any of the following acts of academic misconduct:

**Cheating:** The act or attempted act of deception, in which a participant falsely represents that he or she has learned information in an academic exercise including unauthorized collaboration with others.

**Plagiarism:** Representing the words, data or ideas of another as one's own in any academic exercise.

**Collusion:** Intentionally or knowingly helping or attempting to help another commit academic misconduct such as substituting for a test or completing an assignment for someone else. Collaborating with others while taking online tests or similar summative evaluation.

### Virtual Classroom Attendance

1. The classes will be as per the timetable, (same shall be shared)
2. Attendance will be taken for each period by the faculty. Twice randomly you are requested to remain present for entire length of class. Students are expected to login into each class 10 minutes before the scheduled start time of the class.



  
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## Interaction with Faculty during Virtual Classrooms

### Questions

Students will be given time at the end of the session to put their questions on the chat box and the same shall be answered during the next class.

### Language

- 1) Medium of instruction and communication is English
- 2) Students will use formal language through the online sessions.
- 3) Use of abusive/invective language during sessions will result in removal of the student from the class/session and shall invite a fine as decided by the institute.

### Please note:

Parents are not permitted to interact with their ward or the teacher, while the class is on. In case they wish to do so, the same may be communicated through email or with Faculty / Deputy Director or Director.

### Assignment and Submissions

1. Students shall submit their assessments / assignments on time & the same shall be marked accordingly.
2. Late submissions will result in marks being deducted.
3. Assignment shall be facilitated through the Microsoft team's portal or mail as per instruction so the faculty will check the progress of the student's assignment.

### Technical Requirements

The technical requirements are as mentioned below:

<b>Operating System</b>	Windows 7 and above Mac OS 10.11 (El Capitan) or higher
<b>Processor</b>	Intel i3 or equivalent; 2GHz or higher
<b>Memory</b>	2 GB of RAM or higher
<b>Hard Drive Space</b>	2 GB free disk space
<b>Browser</b>	Chrome is the preferred browser for students in the program to use.
<b>Plug-ins</b>	Acrobat Reader
<b>Internet Connection</b>	Broadband (cable or DSL) connection required. At least 2 Mbps download speed and 2 Mbps upload is required.(test internet speed at <a href="http://www.speedtest.net">www.speedtest.net</a> )
<b>Sound Card / Speakers</b>	Required (a headset with microphone recommended - see below)
<b>Monitor/Video Card</b>	15" monitor; Capable of at least 1024 X 768 resolution, 1,000:1 contrast ratio
<b>Webcam and Microphone</b>	Built-in or external webcam and microphone required for courses.



  
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## **CODE OF CONDUCT FOR TEACHING AND NON-TEACHING STAFF**

The Code provides a set of general principles to guide Departmental staff in their conduct as employees. These principles are designed to give guidance to all the employees when making both professional and personal decisions. Decisions of employees made in the context of their private lives shall nevertheless impact on their professional standing.

### **Enforcement of the Code of Conduct**

If any employee engages in conduct which may constitute a breach of this Code, management may take disciplinary actions after having a check over the incident.

All employees must be aware of the contents of this Code and of the likely consequences of any misconduct. The AIMSRS will make every effort to ensure that staff will know and understand the Code, by the following means:

- A copy will be shared to all the employees through Outlook. Every employee, both as a new starter and each time the Code is republished after a review will be updated.
- The provisions of the Code are explained orally to new staff during their induction.
- A supply of copies is held in the HR Office in the Trust Office.

### **General Conduct for Teaching and Non-Teaching Staff**

Every employee must


- Comply in a proper and professional manner with the terms of Contract of Employment including the implied terms (implied terms are those terms which are not stated specifically in the contract but are generally regarded as applying in normal employment relationships)
- Carry out lawful and reasonable instructions, and observe any operational regulations, standing orders or established procedures of the Institute.
- Be courteous, respectful, and helpful to employees of the Institute, students, clients, and member of the public and refrain from rudeness, insubordination, insolence or offensive conduct.
- Not pirate the work of a third party.
- Ensure that all Institute's resources and materials are used efficiently and only used for official purposes unless specifically agreed otherwise.
- Ensure that one is dressed appropriately for the work undertaken in the Institute
- Maintain professional standards, at whatever level, of conduct and behaviour reasonably expected of employees.
- Maintain appropriate time of Tea/Coffee/Lunch Break.

### **Use of Official position**

Employee must not at any time:

- Abuse the authority in relation to a colleague, client, or member of the public.
- Breach the Institute's financial regulations and financial procedures including those in relation to petty cash, collection, and handling of monies, keeping of accounts and authorization of expenditure.



  
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- Accept gifts or gratuities from individuals or groups who have or may seek to have dealings with the Institute. Where one feels that one cannot refuse a gift, he/she should report the gift to the appropriate HOI / Board of Trust. (The only exceptions to this rule, is small personal gifts when to refuse would have a detrimental effect on the employee's professional relationship with the client.)
- Give or receive hospitality, except of a very minor nature. Hospitality should only be accepted when it is reasonably incidental to the occasion and not extravagant and where no suggestion of improper influence is possible.
- Place thyself under a financial or monetary obligation to any person where this might affect, or be thought to affect, the proper performance of one's duties.
- Breach the Institute's rules covering relationships between staff and students as set out in the Code of Practice covering such relationships
- Have any type of sexual or inappropriate relationship with a student or any colleague (even if the relationship is mutual) will be considered as high misconduct and will be subject to severe punishable action.

#### **Alcohol and Drugs**

- The employees are expected to arrive fit at workplace to carry out the job and be able to perform duties safely without any limitations due to the use or after-effects of alcohol or drugs. One can seek advice from HR or respective Reporting Manager if anyone is taking any medication which might impair the judgment or affect the quality of work.
- One should not consume illegal drugs during the normal working day, at lunchtime, at other official breaks and at official work-based meetings and events.
- One should refrain from being under the influence of drink or illegal drugs during working hours so that performance is not detrimentally affected and / or where the effects carry over to the workplace.
- Conviction of a drink-driving offence may harm the Institute's reputation and it shall be avoided.

#### **Private work/Secondary Employment/Public Duties/Roles**

All employees are required to devote their full time, attention, and abilities to their duties during working hours and to act in the best interests of the Institute always. Accordingly, one must not, without the written consent of the HOI/Board of Trust, undertake any employment or engagement which might interfere with the performance of their duties or conflict with the interests of the Institute.

One must not:

- Engage in unauthorized employment during hours when contracted to work for the Institute or during periods of sick leave – this includes unpaid voluntary work unless it has been approved by the appropriate authority. It is feasible that paid employment or voluntary work may still be possible if one is on a sick leave. In such cases and to avoid any unnecessary suspicion, one should seek written consent from appropriate authority for continuing with such work.



  
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- Engage in employment, including self-employment, during off duty periods when such employment conflicts with or is detrimental to the interest of the Institute or in any way weakens public confidence in the conduct of the Institute's business.
- Staffs are encouraged to become external verifiers/moderators. Fees for such work can be retained provided that this work takes place out with Institute time, e.g. taken as annual leave. Otherwise, any fees accrued during Institute time will need to be offset against their salary. The proper documents should be submitted to appropriate authority for record purpose.

### **Communication and Official Information**

In practice this means employees:

- Only disclose official information or documents as required by law or where proper authorization is given; and
- Do not misuse official information or documents for personal or commercial gain for themselves and/or others.
- No promotion of communication through improper or WhatsApp channel

### **Fraudulent and Corrupt Behaviour**

This means employees:

- Do not engage in conduct which is dishonest and that causes actual or potential benefit or detriment to any person or entity; and
- Do not misuse their position to the advantage of themselves or others.

### **Use of Public Resources**

In practice this means employees:

- are diligent and efficient in the use of public resources.
- are accountable for the use of public resources; and
- do not use public resources, including work time, for private or commercial gain for themselves and/or others.

### **Record Keeping**

In practice this means employees:

- Properly record actions and decisions to ensure transparency and accuracy.
- Securely store records and confidential information; and
- Comply with the relevant Department policies and procedures.

### **Disclosure of Information**

Whilst working with the Institute, one will have access to a variety of information concerning the Institute's business and restrictions exist regarding the use and disclosure of confidential information, i.e. information that is not publicly available. One will not, either before or after termination of employment, disclose to any person or organization or use for their own or another's advantage, any confidential information relating to the Institute or confidential information as to the state of its affairs except to the extent that such disclosure or use is expressly authorized by the Institute (through the HOI / Board of Trust) in writing.



*[Signature]*

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### **Conflicts of Interest**

In practice this means employees:

- Verify that personal, financial, or political interests of themselves or those of their family and/or associates do not conflict with, or influence, their professional obligations.
- make appropriate declarations of all actual, potential, or perceived conflicts of interest; and
- Properly manage any actual, potential, or perceived conflict of interest.

### **Health and Safety**

One must always:

- Observe fully the Institute's health and safety policies, procedures, and codes.
- Report any accidents if anyone have and co-operate with the Institute in any accident investigation.
- Comply with hygiene requirements and safety Regulations.
- Avoid potential risk or injury or danger to oneself or other persons.

### **Diversity and Equalities**

- All staff has responsibility to positively promote diversity and equality.
- One must not discriminate or commit an act of harassment against an employee of the Institute or a student/member of the public on grounds of age, disability, gender reassignment (including identity), and marriage and civil Partnership status, pregnancy and maternity, race (including colour, nationality, ethnic or national origins), religion and belief.

### **Contact with the Media/Expression of views**

- The consent of the Institute (through the HOI / Board of Trust) is required before speaking to the media about any aspect of the Institute's affairs. If one wish to write an article or seek publication of an article in the media on any aspect of the Institute's affairs, one must obtain permission in advance.
- If anyone is contacted by the media, they should refer the matter to the HOI / Board of Trust who will decide on the appropriate response which may or may not include any involvement.
- As an individual, one is entitled to express their views provided that one must not make use of any private information gained through their work with the Institute. One should not criticize the Institute either through the media or at a public meeting, or in any written communication with members of the public.

### **Personal Relationships at Work**

While the Institute will not wish to interfere with ones personal life or relationships, it may nevertheless be appropriate and necessary to inform management about referring a family member to work in organization. Employee must inform management if he/she intend to marry / engage with colleague working in same organization.

No Personal relationship is allowed with any student.



  
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### Activities on Institute Premises

Staffs who wish to carry out the following activities on Institute premises need to seek permission from HOI / Board of Trust:

- Placing posters on notice boards.
- Distributing leaflets; and/or
- Setting up stalls and other related activities.

### Copyright and Inventions

- The copyright in all records and documents made by one in the course of the employment shall belong to the Institute.
- It describes that the copyright in course materials produced by one for the purposes of a course run by the Institute shall belong to the Institute.

### Dress Code Policy

1. As per the policy the dress code for everyone is mentioned below: -

- **Monday to Friday– Business Formals**
- **Saturday – Casuals**

2. The intent of the policy is to create a comfortable work environment that is also professional and free from distractions. Business Formals is defined as clean, neat and professional in appearance.

3. Below are some general guidelines for both men and women regarding what attire is appropriate.

Days & Nature of Clothing	Appropriate Attire
(Monday to Friday); Formals	Shirt/Trouser/ Decent Indian Wear /Business Suit / Saree (Sleeveless tops/shirts are not allowed)
(Saturday); Casual	Golf/Polo Shirts
	T-Shirts (without slogans or pictures), Jeans

4. Wearing ID Card is mandatory in the premises of the Campus.

### Social Media Policy

- The Staff members/Students are personally responsible for what they communicate on or through social media.
- The use of informal channel of communication like WhatsApp, SnapChat etc. is prohibited. Only the official sources of communication should be considered as an appropriate channel of communication.
- The student/staff is expected to adhere to the standards of behaviour set as per the Institute norms on the social media platform.
- The right medium to raise any complaint/grievance should be through statutory committees set in the institute. Using social media to address any grievance will be not acceptable.
- Use of social media must not invade on the rights, or privacy, of other students or staff. Any staff/student must not make ill-considered comments or judgements about other students, staff or any third parties.



*S. C.*  
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- The following comprehensive list is considered to be of an unacceptable nature and should never be posted:
- Confidential information (which may include confidential information of the Institute, any information on any fellow student/staff personal matters)
  - Details of complaints/potential complaints and/or legal proceedings/potential legal proceedings involving the Institute
  - Comments posted using fake accounts, made-up names or using another person's name without their consent
  - Commenting through any memes or cartoons replicating image of the institute in any way
  - Inappropriate material, including images, that is, or may be perceived to be threatening, harassing, discriminatory, illegal, obscene, indecent, defamatory, or hostile towards any individual, group or entity
  - Any other posting that constitutes, or may constitute, a criminal offence
  - Anything which may bring the Institute reputation or reputation of any stakeholder of the institute into stake
  - The use of logo of institute on the social media will be constituted as offense under social media policy of the institute.



  
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