

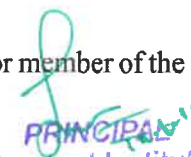
HYDERABAD INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
Gowdavalli(v),Medchal(M),R.R DIST-501401



**CODE OF CONDUCT FOR EMPLOYEES**

For violation of any of the following rules, an employee shall be subjected to penalties ranging from a formal written warning notice up to, and including, termination. The disciplinary action will depend on the severity of the offence committed.

- i. Neglecting duty.
- ii. Insubordination or refusal to comply with management's instructions, unless such instructions are injurious to the employee's safety and health.
- iii. Immoral or indecent conduct
- iv. Conviction of a felony
- v. Conviction of a misdemeanor involving moral turpitude while an employee of the HITAM
- vi. Violation of local, state, or federal law which causes unfavorable publicity to the institute, impairs the credibility of the employee to perform the employee's job or is otherwise connected to institute employment
- vii. Intentional falsification of personnel records, payroll reports or other institute records.
- viii. Theft, intentional destruction or defacing of institute, employee or student property.
- ix. Deliberate or careless conduct endangering the safety of self or other employees including the provocation or instigation of violence.
- x. Consuming alcoholic beverages while on duty
- xi. Possession or consumption of illegal drugs.
- xii. Abusive, threatening, or coercive treatment of another employee, trainee or member of the public.

  
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- xiii. Reporting for work in an unsafe condition, this includes but is not limited to, being under the influence of alcoholic beverages or drugs.
- xiv. Knowingly admitting an unauthorized person or persons into any locked or restricted building or area of the campus.
- xv. For other offenses of equal magnitude to the above
- xvi. Employee should not indulge in casual communication (Gossips, chit chat, informal talk about the management or about their superior to other employee of same cadre) with any other employee; if found or noticed by the management it will be treated as punishable offence.
- xvii. Employees of HITAM should not take any help (monetary or non-monetary) from students without intimation to Management. If any deviation to it is found it will be considered as punishable offence.
- xviii. **Do & Don't at HITAM**

**1. Must Do**

- Be dressed in formals at all times
- Be polite and courteous towards parents
- Be on time to classes
- Conduct yourself with dignity at all times
- Be an example to students

**2. Appreciated**

- Introduce innovative teaching methods
- Facilitates students participations in publications, workshops, conferences, seminars, guest lectures etc...
- Take leave only after arranging for alternative faculty.
- Mentor and groom students

  
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### 3. Don't Do

- Do not show partiality or hold personal grudges towards students
- Do not take unauthorized leave from college
- Do not discuss personal financial or college issues with students
- Do not use mobile phones in classrooms/common areas
- Do not engage in financial transaction without other staff members

### 4. Prohibited

- Never manipulate marks of students
- Never engage in arguments in the common areas
- Never instigate students
- Never discriminate on the basis of caste, creed, religion, region, nationality, gender, political affinity etc.
- Never take favors from students
- Never conduct tuition for HITAM students.

When an employee engages in conduct in violation of the above rules and the conduct is committed off-duty and on institute's property, the institute may discipline the employee, up to and including termination. Whenever the conduct causes unfavorable publicity to the institute, impairs the credibility of the staff to perform the employee's job, or is otherwise connected to employment at the institute. For the commission of any offense, the staff shall be subjected to disciplinary action up to and including termination. Disciplinary action will depend on the severity of the offence committed.

  
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