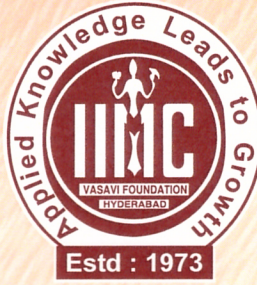


# INDIAN INSTITUTE OF MANAGEMENT & COMMERCE

(Sponsored by VASAVI FOUNDATION)  
(Affiliated to OSMANIA UNIVERSITY)

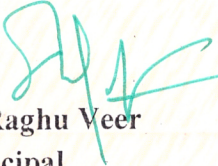


6-1-91, Adj. to Telephone Bhavan,  
Khairatabad, Hyderabad-500 004  
Telangana, INDIA  
Email : iimc1973@gmail.com  
Website : www.iimchyderabad.com  
Phones : 2323 7902, 2323 1542

**(Accredited by NAAC with 'B<sup>++</sup>' Grade)**

## Code of Conduct Non- Teaching Staff

- Remain on duty during the college hours.
- Maintain honesty, integrity, fairness in the Administration.
- Adhere strictly to the rules and regulations of the college.
- Deal properly and positively with staff, students and the parents.
- Be polite enough, while dealing with the staff and students.
- Must not be absent from duty without official approval or approved sick leave.
- Avoid social networking sites such as Facebook, WhatsApp, etc. during the working hours.
- As the technical and administrative staffs are expected to work closely with the faculty of college in day to day activities.
- Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
- Do not behave aggressively, while discharging the duties with staff and students.
- Refrain from passing information about colleagues to any individual or agency without his/her express permission.
- No staff employed in the college shall engage himself/herself or participate in any activity which tends to create disharmony in the institution.

  
K. Raghu Veer  
Principal

