

**BENGALURU CAMPUS :**  
# 75, Muthugadahalli, Jala Hobli,  
Bangalore North Taluk, Bangalore Urban District,  
Bangalore - 562157. Karnataka

**TRUST OFFICE :**  
# 119, KHB Main Road,  
Kankanagar, R.T.Nagar, Post,  
Bangaluru, Karnataka 560032

## CODE OF CONDUCT & DISCIPLINE

### General

1. Every employee shall :

Maintain at all times absolute integrity and sincere devotion to duty and loyalty to the Institution and shall do nothing that would likely to tarnish the image or reputation of the Institution, or adversely affect its interests.

1. Abide by and comply with the rules and regulations of the college and all orders and directions of his superior authorities, under whose superintendence or control, he is placed.
2. Extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
3. Endeavor to promote the interest of the College and shall not act in any manner prejudicial there to.
4. Carry out duties and responsibilities assigned to his post and shall also carry out any other duties assigned to him from time to time.
5. Maintain secrecy - Every employee shall maintain the strictest secrecy regarding the College's / employment affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
6. An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty.

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7. Employees shall abide by the rules and regulations of the Institution framed from time to time. Every employee shall employ himself honestly, efficiently and diligently under the orders and instructions of their superiors under whom he shall, from time to time, be placed. He shall discharge all duties pertaining to the office diligently and as required.
8. No information related to any individual / firm engaged with the Institution shall be divulged to any other employee of the Institution / person / concern (relating to the Professional Fees/ Salary / Perquisites, etc)

## DISCIPLINARY ACTION:

1. Infringement of any of the Conduct Rules shall be termed "misconduct" and therefore entail disciplinary action.
2. Without prejudice to the general meaning of the term "misconduct", the following acts of omission and commission shall be treated as "misconduct", in respect of an employee.
3. Willful in-subordination or disobedience of any lawful and reasonable order of his official superiors.
4. Commission of any act subversive of discipline or good behavior, dishonesty, fraud, impersonation.
5. Participation in any strike / demonstration / gherao and or any other kinds of agitations or abetting and inciting such activities.
6. Theft, fraud, dishonesty, embezzlement, misappropriation in connection with business / the property of the Institution.
7. Willful damage to the property or loss and damage to the property owing to negligence or unethical practices causing damage to the reputation of the Institution.
8. Accepting or offering bribes or any illegal gratification.
9. Habitual:



# IIBS INTERNATIONAL INSTITUTE OF BUSINESS STUDIES

(Managed by Smt. B. Devi Educational and Charitable Trust)

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- Absence without leave or absence without leave for more than seven consecutive days.
  - Late attendance or habitually leaving work before time or abandonment of the place of duty.
  - Breach of rule or office order of the Institution.
  - Negligence or neglect of work.
10. Accepting service for any consideration in any other company / establishment / Institution or under any person without the approval of the Institution.
11. Drunkenness or disorderly behavior in the Institution premises and public places, affecting the reputation of the Institution.

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