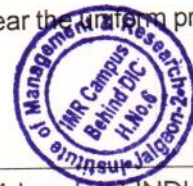




Code of Conduct for Non-Teaching Staff

1. Every staff employed in the Institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
2. It shall be mandatory on the staff employed to do any work in connection with an examination conducted by the University or the institute, which he/she is required to do by the Vice-Chancellor or the Registrar of the University/by the Director of the Institute, as the case may be.
3. No Staff employed in an Institute shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the Institute authorities shall be produced within a week.
4. No staff employed in an Institute shall engage himself/herself in any political activity. He/she shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
5. Staff member should not enter into the arguments with students in front of everybody. Converse and communicate with the student the outcomes which he may face, today or in future jobs, due to the poor way of talking with the faculty members/ seniors etc.
6. The staff members shall be cooperative and supportive with the students, faculty members and other staff members
7. The staff member shall maintain dignity by treating students with care and kindness
8. It is the duty of a staff member to report any act of indiscipline noticed by him / her within the campus. Also as far as possible faculty member should interrupt in the act of indiscipline noticed by him / her and make an effort to bring a desired order and situation.
9. Except during the lunch hours, a staff member must be present within the academic area of the institute.
10. A staff member must follow law of the land and should not indulge himself/ herself in an activity which can be detrimental to the reputation of the institute.
11. **Dress Code:-** The Non-Teaching staff members shall wear the uniform prescribed by the Institute



12. Every Non-Teaching Staff member must have the Identity card issued by the Institute with him/her at all times in the premises
13. A staff member must follow all the rules of the Leave policy for taking leaves



Prof. Dr. Shilpa K. Bendale
Director

