



MES' Pillai College of Education & Research Sec. 8, Khanda Colony, New Panvel (W)

CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Job performance

- a. Non-teaching staff should discharge all the duties and work allocated to them faithfully and to the best of their ability.
- b. Non-teaching staff should be punctual and report to work at the correct time regularly.
- c. Non-teaching staff shall be required to maintain the scheduled hours of work during which he / she must be present at the place of his / her duty.

2. Workplace conduct

- a. Non-teaching staff shall cooperate with the Principal and College authorities in every way, to ensure the smooth functioning of the organization.
- b. Non-teaching staff shall refrain from unnecessary use of their mobile phones while in the college premises.
- c. Mobile phones should be switched off or put in silent mode during meetings, examination work or any other important work.
- d. Non-teaching staff shall refrain from engaging in any personal work during their duty hours.
- e. Non-teaching staff shall refrain from pursuing any activities that are connected with any of their personal commercial or non-commercial pursuits.

3. Attendance and leave

- a. No member of non-teaching staff shall be absent from duty without prior permission.
- b. Even during leave or vacation, non-teaching staff shall obtain the prior permission of the Principal, whenever leaving the station.
- c. Non-teaching staff shall give the contact details at which he / she will be available during the period of his / her absence from the station.

- d. Non-teaching staff should not to make remarks or engage in behaviors that might reasonably be constructed as a violation of Human Rights code.

4. Relationship with Students, Faculty, Colleagues, Administrative Staffs, and the General Public

- a. Non-teaching staff shall be well-mannered in their dealings with the management, with teachers, other members of staff, students and with members of the public.
- b. Misbehaviour, insubordination, habitual tardiness, irregular work habits or obscenity on the part of any member of non-teaching staff is punishable by fine, suspension or dismissal by the competent authorities.
- c. Non-teaching staff shall use respectful language when interacting with teachers, students and other members of non-teaching staff, whether within or outside the college premises.

5. Any other

- a. Any member of non-teaching staff who commits any offence or dereliction of duty, or does an act detrimental to the interests of the Institute, shall be subject to an enquiry and punishment by the Principal and competent authority.
- b. Every member of non-teaching staff shall be governed by the rules and regulations of the college and shall be liable for consequences in the event of any breach of such rules by him / her.
- c. Any member of non-teaching staff who is aggrieved with the decision of the competent authority may appeal against such punishment or decision, within 15 days of the receipt of the orders of the decision, to the Governing Body of the College and the decision of the Governing Body thereon is final.
