



Smt. P.D. Hinduja Trust's

K.P.B. HINDUJA COLLEGE OF COMMERCE

(Autonomous)

Sindhi Linguistic Minority Institution: NAAC Re-Accredited With "A+" Grade: CGPA: 3.59
Current Address (Temporary): Sadhana House, 570 Pandurang Budhkar Marg, Behind Mahindra
Towers, Worli, Mumbai – 400018. Contact Details Tel: 022-4098-9000.
Email: info@hindujacollege.Com : Website: www.hindujacollege.edu.in

Code of Conduct for Non-teaching Staff

The code of conduct for non-teaching staff is based on UGC's MulyaPravah Guidelines

Administrative/ Support staff would

1. Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
2. Encourage the staff to maximize their efficiency.
3. Create conditions that inspire teamwork.
4. Act timely to readdress the genuine grievances.
5. Maintain the confidentiality of the records and other sensitive matters.
6. Co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
7. Care for the institute's property.
8. Facilitating congenial environment.
9. Refrain from any form of discrimination.
10. Not accept bribes or indulge in any corrupt practices.
11. Make every effort to complete the assigned work in a time-bound manner.

Staff Union The staff union would

- Support the administration for developmental activities.
- Raise the issues in a dignified manner.