



Code of Conduct for Non-teaching Staff

The Code of Conduct for Non-Teaching Staff is framed in accordance with the **UGC MulyaPravah – Guidelines for Inculcation of Human Values and Professional Ethics in Higher Educational Institutions**. The non-teaching staff play a pivotal role in ensuring the smooth and efficient functioning of the institution by providing administrative, technical, and support services. Every member of the administrative and support staff is expected to discharge his/her duties with integrity, professionalism, dedication, and a spirit of service while upholding the values and reputation of the institution.

Administrative and Support Staff Shall:

1. **Implement Institutional Policies Faithfully:** Carry out all official decisions, rules, regulations, and policies of the College and the Management honestly, impartially, and efficiently, striving to achieve the highest standards of professional performance.
2. **Promote Efficiency and Professional Excellence:** Continuously endeavour to improve personal competence and encourage colleagues to maximize their efficiency, productivity, and effectiveness through teamwork, skill enhancement, and a positive work culture.
3. **Foster Teamwork and Cooperation:** Create and maintain an environment that encourages mutual respect, collaboration, coordination, and cooperation among all departments to ensure the smooth functioning of institutional activities.
4. **Address Grievances Promptly:** Respond to genuine grievances, complaints, and concerns of students, staff members, parents, and stakeholders with sensitivity, fairness, and within a reasonable timeframe, while following the prescribed institutional procedures.
5. **Maintain Confidentiality:** Preserve the confidentiality of official records, documents, personal information, examination-related matters, financial records, and



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(Autonomous)

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other sensitive institutional information. Confidential information shall not be disclosed without proper authorization.

6. **Coordinate Effectively with Academic Departments:** Work in close coordination with teaching faculty and other administrative units to facilitate academic, administrative, and student support services, ensuring that students receive efficient and comprehensive institutional assistance.
7. **Protect Institutional Property:** Safeguard and maintain the College's infrastructure, equipment, furniture, laboratories, computers, records, documents, and all other institutional assets. Any loss, damage, or misuse of institutional property shall be reported immediately to the competent authority.
8. **Promote a Conducive Working Environment:** Contribute towards creating a clean, safe, disciplined, inclusive, and congenial workplace that supports effective teaching, learning, research, and administrative activities.
9. **Practice Equality and Non-Discrimination:** Treat all students, employees, parents, visitors, and stakeholders with dignity, respect, fairness, and impartiality irrespective of caste, creed, religion, gender, language, disability, socio-economic status, or any other personal characteristic. No form of discrimination, harassment, or victimization shall be tolerated.
10. **Maintain Integrity and Transparency:** Refrain from accepting gifts, bribes, commissions, favours, or any form of illegal gratification. Staff members shall not indulge in corrupt practices, misuse of authority, or any activity that compromises the integrity and reputation of the institution.
11. **Complete Assigned Work Responsibly:** Perform all assigned duties diligently and complete them within the prescribed timelines while maintaining accuracy, accountability, and quality in all official work.
12. **Maintain Discipline and Punctuality:** Report for duty on time, maintain regular attendance, observe office discipline, and adhere to the prescribed working hours, leave rules, and institutional procedures.
13. **Demonstrate Professional Conduct:** Display courtesy, patience, and professionalism while interacting with students, parents, faculty members, visitors,



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and fellow employees. Behaviour should always reflect the values and dignity of the institution.

14. **Use Institutional Resources Responsibly:** Ensure the responsible, economical, and ethical use of office equipment, information technology resources, internet facilities, electricity, stationery, and other institutional resources. Misuse of official resources for personal purposes shall be avoided.
15. **Support Institutional Development:** Actively participate in institutional activities, accreditation processes, quality assurance initiatives, examinations, admissions, events, and other responsibilities entrusted by the College authorities for the overall growth and development of the institution.
16. **Comply with Legal and Institutional Requirements:** Adhere to all statutory provisions, government regulations, University directives, and institutional policies governing service conditions, workplace conduct, safety, and administrative procedures.
17. **Promote Ethical Values:** Uphold honesty, accountability, transparency, empathy, and a service-oriented approach in all professional responsibilities, thereby contributing to a positive institutional culture.

Staff Union

The Staff Union shall function as a constructive partner in the overall development of the institution while respecting institutional policies and statutory provisions. The Union shall:

- Extend full cooperation to the Management and College Administration in implementing developmental initiatives, quality enhancement programmes, institutional reforms, and welfare activities.
- Raise staff-related issues, concerns, and grievances in a dignified, democratic, and constructive manner through established institutional mechanisms.
- Promote harmonious relations among teaching staff, non-teaching staff, the Management, and other stakeholders by encouraging dialogue, mutual respect, and cooperation.

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Smt. P.D. Hinduja Trust's

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- Uphold the values of professionalism, institutional discipline, and ethical conduct while representing the interests of its members.
- Support initiatives that contribute to academic excellence, administrative efficiency, employee welfare, and the overall reputation and progress of the institution.

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