



**Rizvi Education Society's
RIZVI COLLEGE OF EDUCATION
Khar West**

CODE OF PROFESSIONAL ETHICS & CONDUCT

Code of Conduct for Non-Teaching Staff

- ◆ All non-teaching staff members shall discharge his/her duties efficiently and diligently.
- ◆ All non-teaching staff members shall adhere strictly to the rules and regulations of the institution and undertake their job responsibilities with dedication.
- ◆ All non-teaching staff members shall work collaboratively with the staff and others.
- ◆ All non-teaching staff members should treat the students with care and kindness, and maintain their dignity.
- ◆ All non-teaching staff members shall maintain the confidentiality of records and sensitive information.
- ◆ All non-teaching staff members shall make full effort to complete the assigned work in a time-bound manner.
- ◆ All non-teaching staff members should report to duty at least 5 minutes before their prescribed reporting time and should be available in the campus till their duty time ends, unless and otherwise, they are assigned duties elsewhere.
- ◆ Anyone coming late/leaving early for more than 10 minutes on 3 occasions in a month shall lose half-day casual leave. Repeated late comers shall be liable for disciplinary measures.
- ◆ Anyone going out of the college premises during working hours (excluding lunch break) shall seek necessary permission from the Principal.
- ◆ No Staff in a college shall remain absent from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced.
- ◆ All non-teaching staff shall behave and communicate respectfully with their superiors, colleagues and students. They should be formal while communicating through WhatsApp messages.
- ◆ All non-teaching staff members shall avoid unnecessary loud talk during the office hours.
- ◆ Mobile phones must be used only to make urgent calls during the office hours.