



KHANDWALA COLLEGE

LEARNERS BECOMING LEADERS

**NAGINDAS KHANDWALA COLLEGE
(AN EMPOWERED AUTONOMOUS INSTITUTION)**

**CODE OF CONDUCT
FOR NON - TEACHING STAFF**

For MALAD KANDIVLI EDUCATION SOCIETY

Hon. Secretary/ Hon. Treasurer

PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)

MALAD (W), MUMBAI - 400 064.

एम् के ई एस् विद्यालय गीत

दे मुझे स्वर भारती दे, गीत देश जगा सकूँ ।
दे विधाता ज्ञान वह, भारत भविष्य बना सकूँ ॥
दे मुझे स्वर भारती

सत्य की ही राह पर, चलने की शक्ति दे मुझे,
झूठ, भ्रष्टाचार से, लड़ने की शक्ति दे मुझे,
मात-पितु, गुरु त्यों का, मैं नाम जग में बना सकूँ ।
दे विधाता ज्ञान वह, भारत भविष्य बना सकूँ ॥
दे मुझे स्वर भारती

भावना राष्ट्रीय हो, रहें भाई-चारे से सभी,
दूसरे के दर्द-दुख से, मुँह नहीं मोड़ें कभी,
मदद की दे भावना, दूजे के दुख को मिटा सकूँ ।
दे विधाता ज्ञान वह, भारत भविष्य बना सकूँ ॥
दे मुझे स्वर भारती

एम.के.ई.एस. विद्यालयों से प्राप्त शिक्षा महान हो,
जो भी शिक्षित हो यहाँ, वह नेक इक इंसान हो,
भेद-भाव न उपजे मनमें, सब को मैं अपना सकूँ ।
मैं वनूँ इंसान अच्छा, जग में कीर्ति कमा सकूँ ।
भारत भविष्य बना सकूँ, भारत भविष्य बना सकूँ ॥

Nagindas Khandwala College (Empowered Autonomous)

Preamble

We, at Khandwala College, want every stakeholder to become a responsible citizen of the country and with this belief a set of guidelines in the form of a Code of Ethics is framed for the Staff.

1. Professional Conduct

- a) The support staff should acquaint themselves with the College/ university/ government policies and adhere to them to their best ability.
- b) Each of them should perform the duties he/she has been assigned sincerely and diligently as well as with accountability.
- c) Availing leave not as a matter of pride but as per situation only when needed the most. They should avail leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
- d) They should not, on any account, undertake any other job within the stipulated office hours. Neither shall he/she engage himself in any trade or business within college premises.
- e) They should not hamper the functioning of the college by engaging themselves in political or anti-secular activities.
- f) They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, management, teaching staff, students and their parents.

2. Workplace Conduct

- a) They should be punctual for the smooth functioning of college activities.
- b) Making your services available at all times for the development of students, and the administration.
- c) Wearing College identity card and formal dress well fitted to our culture. The support staff (Class-4) should wear the uniform provided by the College.

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- d) They should also be responsible for the proper use and maintenance of college equipment's and furniture.
- e) No support staff should be under the influence of drugs or alcohol during office hours.
- f) They often have access to confidential information regarding admission, merit list, examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
- g) They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- h) The support staff should show no discrimination on basis of gender, caste or religion.
- i) Staff working in Department Labs/ Computer Labs should keep the Labs clean.
- j) Taking on the role of a whistle-blower without hesitation, if any unethical practices are observed or brought to notice of the management/ authority.

3. Professional Relationship

- a) Interactions between support staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on.
- b) On a regular basis the students come into contact with support staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.

4. Lab Assistants

Labs Assistants are required to follow the Code of Conduct as follows:

- a. to prepare for the practical requirements in advance.
- b. talk to the students politely and assist them whenever approached.
- c. ensure that decency is followed during the Lab sessions.
- d. if in case any misbehaviour is identified then it should be brought to the notice of the staff immediately.
- e. Any loss or damage to any article in the Lab should be informed to the Head/ In-charge immediately.

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