

S. B. JAIN INSTITUTE OF TECHNOLOGY, MANAGEMENT & RESEARCH, NAGPUR.

(An Autonomous Institute, Affiliated to R.T.M. Nagpur University)



Emerge as a leading institute for developing competent and creative professionals



Date 01/07/2021

Code of Conduct for Non-Teaching Staff (Revised)

Non-teaching staff is required to abide by the rules and regulations framed hereunder;

1. The non-teaching staff must maintain absolute integrity and show devotion to duty and refrain from such activities which will tarnish the reputation of the institute.
2. The non-teaching staff shall cooperate with the authorities for the betterment of the institution keeping in view the interest and in conformity with the dignity of the profession.
3. The prior intimation to the controlling officer is required (at least a day in advance) while availing any leave.
4. The non-teaching staff shall maintain their professional knowledge & skills and update himself/ herself professionally for the proper discharge of duties assigned to him/her.
5. The non-teaching staff shall extend all courtesy and attention to the people with whom he/she has to deal in connection with his official duties.
6. The non-teaching staff shall not entertain any outside for any work directly but should advise him/ her to contact the Principal or Admin department depending upon the nature of work.
7. The non-teaching staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
8. The non-teaching staff shall treat all students without discrimination on the basis of race, religion, caste, language, or gender.
9. Non-teaching staff assigned to the laboratories should keep the labs clean, maintain the equipment properly, and help the teacher during practical classes.
10. The non-teaching staff shall not come to duty intoxicated or drink alcohol on college premises.
11. The behavior of any non-teaching staff with male and female students, and fellow employees shall be modest.
12. The non-teaching staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students and other college staff. The college has a zero-tolerance policy towards sexual harassment.
13. Apart from the routine work, service of the non-teaching staff may be required for the conduct of examinations of affiliating Universities.
14. The non-teaching staff shall take lunch breaks according to the laid down timing. Employees should report to duties on time after the break.
15. The non-teaching staff will adhere strictly to the laws and regulations of the college.


Dr. Sanjay Rajgare
Principal
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