



VIVEK EDUCATION SOCIETY'S VIVEK COLLEGE OF COMMERCE

VIVEK COLLEGE ROAD, GOREGAON WEST, MUMBAI – 400104.

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PERMANENTLY AFFILIATED TO UNIVERSITY OF MUMBAI, ACCREDITED BY NAAC

CODE OF CONDUCT – ADMINISTRATIVE STAFF

Administrative Staff – General Code of Conduct

(Based on the Compendium of University of Mumbai & Standard Code Rules Handbook)

1. Administrative staff of the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulation as specified by the authorities.
2. Administrative staff of the college shall not absent himself/herself 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 within a week.
3. Administrative staff of the college must always wear their identity card during working hours.
4. Administrative staff (Support Staff) of the college should wear the Uniform provided by the Management.
5. Administrative staff will carry out their duties as instructed by the authorities to whom they are attached.
6. Administrative staff of college shall be at the disposal of the college for full-time and shall serve in such capacity and at such place as he may, from time to time be so directed.
7. The Administrative staff of college shall conform and abide by the provision of the act, Statutes, Standards Code, Ordinances, Regulations and Rules and directives and decision of the Competent Authority. The administrative staff shall also observe, guidelines stated by the officer under whose jurisdiction, superintendence or control, he has been placed, for the time being.
8. The Administrative staff at all time shall maintain absolute integrity, and show devotion to duty, and shall do nothing which is unbecoming of an employee of college as the case may be. He shall ensure the integrity and devotion to duty towards all employees under his control and authority for the time being.