



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Empowered Autonomous College | Under Savitribai Phule Pune University

Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC | College with Potential for Excellence

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF



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Preamble to the Code of Conduct

The code of conduct is established to foster and protect the core missions of the Symbiosis College of Arts and Commerce, Pune to foster the scholarly and civic development of the institute for students in a safe and secure learning environment, and to protect the people, properties and processes that support the institute and its missions. Rules and regulations are necessary to mark the boundaries of this needed order Objective. Adherence to these guidelines will help protect important identity of the institute i.e., providing an open, tolerant, and friendly atmosphere that is conducive to learning. It also aims to promote high standards of discipline and encourage the benefits of compliance of work-place rules. If the code appears to have been breached, do contact the Head of Department or Head of the Institute, the Principal or the Registrar of the Symbiosis College of Arts of Commerce.

This code attempts to keep the following basic rules of good living as the framework.

Conduct and relationships

- Treat everyone with dignity, respect privacy and help those in need.
- Respect different cultures and customs.
- Oppose all forms of prejudice and be particularly vigilant against prejudice with respect to gender, age, ethnic, national, or social origin, religion or belief, language, disability, political opinion, social or economic condition.
- Be sensitive to the rights of others.
- Avoid injuring others, their property or reputation.
- Avoid using words in oral, written, or electronic communication that are necessarily aggressive or intimidating.



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Professional Practice

- Honour confidentiality.
- Maintain high standards of professional competence.
- Always identify the source of information to avoid claims of plagiarism.
- Familiarize yourself with relevant laws (e.g. health and safety) and University policies, procedures and codes of practice, and act in accordance with them.

Probity

- Act at all times with integrity and honesty.
- Reject bribery or attempts to influence by unethical means and do not accept significant gifts or favors intended to buy influence. If in doubt, seek advice.
- Be alert to possible conflicts of interest and avoid them if possible. If they are unavoidable then declare them to the Institute.

Code of Conduct for the Non-Teaching Staff:

- 1) Every staff employed in the Institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations. It shall be mandatory on the staff employed to do work in connection with an examination conducted by the University or Institute.
- 2) No staff shall remain absent from his/her duties without prior permission. In case of valid reasons, he/she should follow the rules of the institute related to attendance and leaves.
- 3) The staff should create and maintain strong relationship with students and faculty by proper interaction, cooperation, and maintaining professional boundaries
- 4) The staff should treat the students with care and kindness, and maintain their dignity.
- 5) It is the responsibility of every staff to meet the required standards for every assigned task.
- 6) The staff must abide by the requirements of maintaining confidentiality related to important work and information of the Institute.



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- 7) The staff should take care and protect the equipment and property of the Institute, in general, assigned to him/her.
- 8) No staff shall engage directly or indirectly in any trade or business without prior permission from authorities.
- 9) Before accepting any honorary work, which does not hamper the regular duties, a written permission from the Principal should be obtained by the concerned staff.
- 10) In case, any staff gets involved in any legal proceeding, he/she shall inform the Principal about the same.
- 11) The staff shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
- 12) No staff shall engage or participate in any activity which is anti-secular or which tends to create disharmony in the society
- 13) Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents/receipts
- 14) Must not intercept or misappropriate funds of the College.
- 15) Abide by the defined time slot for lunch break
- 16) Communicate work/data as and when required to Principal/Authorities through official email only
- 17) Maintain and update Dead stock registers and other manuals and ensure updated entries in them and verify it with the Head of Department/Principal.
- 18) All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment

Important:

The students are bound by all the rules and regulations made by the institute from time to time. The Head of the Institute i.e. The Principal and the Registrar of Symbiosis College of Arts of Commerce reserves the right of modifying these rules as and when felt necessary. Where any rule is not explicitly provided for, the disciplinary rules of Symbiosis Society will apply. All students must abide by all the rules issued by SCAC's statutory committees, affiliated to Savitribai Phule Pune University, University Grants Commission and/ or State Government of Maharashtra and Government of India.