

Handbook of Code of Conduct

For Non Teaching Staff

Dr. D.Y.Patil Unitech Society's

Dr.D.Y.Patil Arts,Commerce and Science

College, Pimpri, Pune-18

2020-2021

(Affiliated to Savitribai Phule Pune University)

- Staff must not disclose confidential matter, mutilate, conceal or alter official records as part of professional ethics.
- shall attend the students' grievances and act immediately
- shall not indulge in anti-social, anti-environmental activities.
- College money should not be utilized for personal/unofficial purpose.
- Staff should maintain honesty, integrity, fairness and self discipline in all activities and be cordial with staff, students and parents.
- Peon should maintain cleanliness in the laboratories, classrooms and staffroom.
- Lab assistants should maintain attendance register and keep the set up ready before conduction of practical.
- Clerk should maintain service book of all staff and document files in the respective department and college.
- Staff is eligible to claim leave only after obtaining prior permission.