



SOMAIYA
AYURVIHAR

K J Somaiya Medical College & Research Centre



Code of Conduct for Non-Teaching staff

- Shall strictly adhere to legitimate academic and administrative decisions taken by the authorities of the college/University pertaining to their sphere of responsibility/duties.
- Shall not remain absent from duty without proper sanction of leave except in case of emergency.
- Shall report at his/her work place in time prescribed by the authorities.
- Shall strictly follow the institutions in and out timings.
- Shall perform his/her academic duties and work related to examinations as assigned. Remuneration, where prescribed shall be payable as per instructions laid-down by the University.
- Shall not discriminate on political grounds for reasons of race, religion, caste, language or sex or for other reasons of an arbitrary or personal nature and shall not incite against other colleagues or administration/Governing body of the college.
- Should ensure that they should not misuse the facilities or forum of the College/Hospital.
- Shall not make use of the resources and/or facilities of the Department or College for personal, commercial, political or religious purposes.
- Shall not indulge in or resort to directly or indirectly any malpractice or unfair means in administration.
- Should ensure that they should not misuse the facilities or forum of the College/Hospital.
- Shall not make use of the resources and/or facilities of the Department or College for personal, commercial, political or religious purposes.
- Shall not indulge in smoking/consumption of alcohol/tobacco/betel nut and paan chewing on the college/hospital premises.
- Shall wear decent appropriate attire in the campus.

Any member found guilty of contravening this Code of Conduct shall, after following the due procedure laid down in this regard, be liable for the appropriate penalties.

Dr Varsha Phadke

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Dean

K. J. Somaiya Medical College & Research Centre

DEAN

K. J. SOMAIYA MEDICAL COLLEGE

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