

**(Based on the Compendium of Bombay University S.439-B)**

**Administrative Staff - General Code of Conduct**

- i. Administrative staff of the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
- ii. 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.
- iii. Any staff employed in a college when involved in criminal proceedings shall inform committee of each proceeding.
- iv. Administrative staff of the college should wear the Uniform provided by the Management.
- v. Administrative staff of the college must always wear their identity badge during working hours.
- vi. Administrative staff will carry out their duties as instructed by the authorities to whom they are attached.