



ADV. BHAGWAN KENI SHIKSHAN PRASARAK MANDAL'S

# Devta College of Education & Research

(Govt. Regd.) (Reg. No. M. H. 354/2000) Thane Dt. 7/6/2000

College - Parsik Rd., Near Vitthal Mandir, Kharegaon, Kalwa, Thane - 400005

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Office - Mangalmurti, Old Belapur Rd., Behind New Kalwa High School, Marol Nagar, Kalwa, Thane - 400005 • Mob: 7208296945

**Dr. Adv. Bhagwan M. Keni**  
B. Com., LL.M., Ph.D.  
President - ABKSPM

**Adv. Bhagwan B. Keni**  
B. Com., LL.M.  
Treasurer - ABKSPM

**Mrs. Devangana B. Keni**  
Secretary  
ABKSPM

Ref No. DCER/B/Ed/ \_\_\_\_\_

Date \_\_\_\_\_

## Code of Conduct for Non-Teaching Staff

### Core Values

- **Respect:** Treat all individuals, including students, faculty, and colleagues, with respect and dignity.
- **Integrity:** Maintain honesty and transparency in all your dealings.
- **Professionalism:** Conduct yourself in a professional manner at all times, adhering to the college's policies and procedures.
- **Commitment:** Be dedicated to your duties and responsibilities, striving to provide the best possible support services.
- **Confidentiality:** Maintain confidentiality of sensitive information and data related to the college and its members.

### Responsibilities

- **Adherence to College Policies:** Familiarize yourself with and strictly adhere to all college policies, rules, and regulations.
- **Timeliness and Attendance:** Report to work on time and maintain regular attendance.
- **Performance:** Perform your duties diligently and efficiently, meeting or exceeding expectations.
- **Collaboration:** Work cooperatively with colleagues and other departments to achieve shared goals.
- **Problem-Solving:** Identify and address issues promptly, seeking assistance when necessary.
- **Professional Development:** Participate in professional development activities to enhance your skills and knowledge.

### Ethics and Conduct

- **Avoid Conflicts of Interest:** Refrain from engaging in activities that could compromise your professional judgment or impartiality.



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- **Respect for Diversity:** Treat all individuals with respect, regardless of their background, beliefs, or abilities.
- **Workplace Conduct:** Maintain appropriate behaviour in the workplace, avoiding harassment, discrimination, or bullying.
- **Use of College Resources:** Use college resources responsibly and ethically, avoiding misuse or waste.
- **Social Media:** Exercise caution when using social media, ensuring your online activities do not reflect negatively on the college.

## Communication

- **Effective Communication:** Communicate clearly and effectively with students, faculty, and colleagues.
- **Open-mindedness:** Be receptive to feedback and suggestions.
- **Professional Communication:** Maintain professional communication channels, avoiding personal or inappropriate use of college resources.

## Compliance and Accountability

- **Compliance:** Ensure compliance with all relevant laws, regulations, and standards.
- **Accountability:** Be accountable for your actions and decisions.
- **Reporting Violations:** Report any violations of the code of conduct or college policies to the appropriate authorities.



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