



JOHN WILSON EDUCATION SOCIETY'S
Wilson College

(ESTD. 1832)

Autonomous Minority Institution
Under DBT - STAR Strengthening Scheme
Best College Award (2019-20) by the University of Mumbai

Chowpatty, Mumbai - 400 007.
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RE-ACCREDITED 'A' GRADE BY NAAC

Wilson College: Code of Conduct for Non-Teaching Staff

1. Professionalism and Integrity:

Maintain the highest standards of integrity and professionalism at all times. Perform duties diligently and honestly, upholding the reputation of the college. Refrain from engaging in any form of corruption, bribery, or unethical practices.

2. Confidentiality

Safeguard the confidentiality of all college-related information, especially student records, financial data, and sensitive communications. Do not disclose confidential information to unauthorized individuals or external entities without proper authorization.

3. Punctuality and Attendance

Adhere to the college's working hours and attendance policies. Ensure timely completion of tasks and responsibilities assigned by supervisors or authorities. Avoid unnecessary absenteeism or tardiness that might disrupt the smooth functioning of the college.

4. Behaviour with the stake holders (Students, Faculty, and Colleagues)

Treat all students, faculty, and colleagues with respect and courtesy. Avoid any form of discrimination, harassment, or inappropriate behaviour based on gender, caste, religion, disability, or any other characteristic. Foster a positive, inclusive, and supportive work environment.

5. Adherence to College Policies and Procedures

Comply with all rules, regulations, and procedures set by the college administration. Report any violations or breaches of policies to the appropriate authorities within the institution. Support and contribute to the college's mission and objectives.

6. Professional Development

Stay informed and updated about new developments and changes in the field of education administration and office management. Participate in professional development programs or training as required by the college.

7. Use of College Resources

Use the college's resources, including office supplies, technology, and facilities, responsibly and efficiently. You should avoid misuse or unauthorized personal use of college resources. You should ensure that college equipment, resources and property are maintained in good condition.

8. Dress Code and Appearance

Maintain a professional and appropriate appearance while at work, as per the college's dress code or if the uniform is provide for you, you should be present on your work place in uniform only.

Represent the college with dignity and professionalism in all interactions.

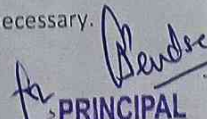
9. Disciplinary Actions

Violations of this Code of Conduct may result in disciplinary actions, including warnings, suspension, or termination, depending on the severity of the violation.

This document serves as a guideline for the professional behaviour expected from non-teaching staff and may be revised or updated by the college administration as and when necessary.


Registrar
Wilson College
Mumbai - 400 007




PRINCIPAL
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