



Vidya Pratishthan's Polytechnic College

Vidyanagari, Indapur, Dist - Pune. Pin-413 106

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Web : www.vppolytechnic.org

Email : vppci.vidyapratishthan.com

Inst.Code.MSBTE:-1110, DTE-D6445

INSTITUTIONAL CODE OF CONDUCT FOR NON TEACHING STAFF

DISCIPLINE

- ✓ All the staff Members should follow the rules and regulations of the Institution as established from time to time.
- ✓ All staff shall devote their time and their best efforts for the progress of the Institute.
- ✓ Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- ✓ Staff must be punctual, sincere and regular in their approach.
- ✓ Staff must attend all functions of the college as assigned or instructions by class coordinators and Head of the respective departments.
- ✓ Staff must avoid doing any form of harassment or illegal discrimination based on existing legislative requirements relating to: 1) Gender/sexuality/age/marital/caste/race status 2) Physical features, disability or impairment (physical disability or medical status)
- ✓ Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- ✓ The Faculty Member should show no partiality to any segment / individual student.

LEAVES

- ✓ Staff shall get leaves as per the leave policy of Vidya Pratishthan's organization



Soojey
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