



# NBS

NAIPUNNYA BUSINESS SCHOOL

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## Naipunnya Business School

### Code of conduct for administrative staff / Support staff

#### Conduct and Behaviour:

1.1 Staff members should display the highest possible standards of professional behaviour that is required in an educational establishment

1.2 Staff members should seek to co-operate with their colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / administrative head, and enable effective communication throughout the institute.

1.3 Staff members should not use their position in the institute for private advantage or gain.

1.4 Staff members should avoid words and deeds that might bring the institute into disrepute or might undermine colleagues in the perception of others (staff/students/parents/community).

1.5 Staff members should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.

1.6 Staff members should be aware of, and should follow institute policies systems and procedures. They should normally communicate through the management structure, and should ensure students do likewise.

1.7 Continuing professional development and support shall be provided by the institute and, where appropriate and agreed, will be based on the objectives of the Institute Development Plan. Periodically, employees will be required to attend certain training activities.

1.8 Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the HOD or administrative head, so that alternative arrangements may be made. Confidentiality Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the institute community which could cause distress to institute staff, students or parents.

#### 2. Professional Behaviour

Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as:

2.1 Acting in a fair, courteous and mature manner to students, colleagues and other stakeholders;

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- 2.2 Co-operating and liaising with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service;
- 2.3 Endeavouring to assist the institute achieve its corporate and strategic objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality;
- 2.4 Respect for institute property; maintaining the image of the institute through standards of dress, general courtesy, correct use of institute stationery, etc.;
- 2.5 Taking responsibility for the behaviour and conduct of students in the classroom and sharing such responsibility elsewhere on the premises;
- 2.6 Being fit for work (ie not adversely influenced by drugs, alcohol, etc.);
- 2.7 Being familiar with job requirements (eg. Proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc), including keeping up-to-date with developments relevant to the job;
- 2.8 Being familiar with communication channels and institute procedures applicable to both students and staff; ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security;
- 2.9 Respect for the rights and opinions of others. Disciplinary rules

**General staff's rules and conduct:**

Every employee shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in his official dealings.

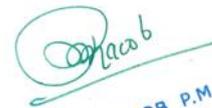
1. Unless otherwise specifically provided in the appointment order, every employee shall be a whole-time employee of the College and shall not engage himself directly or indirectly in any trade, business or any other work of whatever nature. Provided that an employee may undertake honorary work of a charitable nature or occasional work of literary, artistic or scientific nature, that does not interfere or adversely affect his official duties. Provided further that he shall discontinue such work forthwith, if directed to do so by the competent authority.
2. An employee shall be required to be present at the place of work during the scheduled working hours, save in cases where he is allowed the leave of absence by the competent authority for good and sufficient reasons.
3. An employee shall perform all the duties assigned to him by a competent authority even beyond the scheduled working hours and on Sundays and Holidays, if the exigencies of work so demand.
4. No employee shall leave the station without prior approval of the competent authority.
5. Subject to the general laws on the subject, no employee shall;
  - a. be under the influence of liquor or drugs;
  - b. appear in public in a state of intoxication.

  
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- c. Participate in demonstration, dharna etc.
6. No employee shall take part or be associated with any political party or organization that subscribes to or assists any movement that tends directly or indirectly to be subversive to the Government established by law.
  7. No employee shall participate in any kind of demonstration or resort to any kind of strike, prejudicial to the interest, integrity or security of the State, Public Order, Decency or which involves Contempt of Court or impinges adversely on the dignity of the College.
  8. No employee shall, except with the permission of the competent authority or in the bonafide discharge of his duties, participate in a Radio or TV broadcast or contribute an article or write a letter to any newspaper or periodical. Provided that no such permission shall be required, if such broadcast or such contribution is purely of literary, artistic or scientific character.
  9. No employee shall, in any broadcast or communication to the press or in public utterances, make any statement which may amount to adverse or unfair criticism of the decision, policy or action of a superior functionaries of the College.
  10. No employee shall communicate without authorization; any information or documents save in cases where such communication is in the discharge of duty assigned to him.
  11. No employee shall, except with the permission of the competent authority, participate in the registration, promotion or management of any bank or company.
  12. No employee shall lend or borrow money to or from any person having or likely to have official dealing with him.
  13. An employee is expected to manage his personal affairs in a manner that it does not lead to insolvency or habitual indebtedness.
  14. No employee shall contract a bigamous marriage in contravention of the law on the subject.
  15. No employee shall misuse or carelessly use the facilities provided by the College to facilitate the discharge of his official duties.
  16. No employee shall ask or permit his spouse to ask any of his subordinate to purchase anything either on advance payment or otherwise.
  17. Acts of commission enumerated below will be in violation of code of conduct and will constitute serious misconduct:
    - I. Theft, fraud, deliberate falsification of records
    - II. Fighting with/ assault on another person
    - III. Physical violence or bullying
    - IV. Deliberate damage to college property
    - V. Serious act of insubordination.
    - VI. Unauthorized entry to computer records
    - VII. Deliberately accessing internet sites containing pornographic, offensive or obscene material
    - VIII. Serious breach of health and safety rules
    - IX. Remaining absent from duty for 10 days without the information to HoD/officer concerned/ superior officer in line.
    - X. Bribery or corruption including taking and giving inducements.

  
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- XI. Manipulation of College documents /records.
- XII. Deliberate failure to comply with statutory or regulatory requirements or the College rules, policies or procedures.
- XIII. A criminal activity or offence (Whether committed during or outside normal working hours).
- XIV. Inappropriate relationships with students are even consensual.
- XV. Violent or abusive or indecent behaviour.



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