

  
**MES INSTITUTE OF MANAGEMENT**  
**RAJAJINAGAR, BENGALURU**

**CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR NON-TEACHING  
STAFF OF MES INSTITUTIONS**

Non-teaching and support staff appointed by the MES, at the Management office as well as at its institutions, shall abide by the following Rules that together constitute the Code of Conduct during their employment with the MES:

1. Personnel appointed by MES at all times exhibit utmost competence, prudence, transparency and a helpful attitude in the discharge of their duties and conduct themselves in a manner that upholds the image of the Society.
2. They are liable to inter-Institutional transfers within the MES group of institutions.
3. They shall accept training or deputation duties within or outside the institutions, as and when so directed by the Management.
4. They shall wear the Institutional ID cards at all times during their stay on the Institutional premises.
5. They shall adhere to the working hours as stipulated by the MES Management HOI/HOD of the Institution.
6. They shall participate and help in all institutional, academic, cultural and extracurricular activities and serve in any capacity in such functions as may be called upon.
7. They shall adhere to the norms of biometrics/ institutional digital campus solutions and such others as required by the Management, from time to time.
8. They shall be responsible for the properties/equipment/furniture/library resources or any such other items as entrusted to them by the Management or the HOI.
9. They shall undertake additional duties related to stock verification, extra-curricular activities, etc. as may be allotted by the HOI/Management from time to time.
10. They shall refrain from using their mobile phones inside the institution during office hours.

11. They shall not Indulge in, or encourage, any form of malpractice connected with examination or any unlawful activity and treat all stakeholders (students, parents, administrators, teachers) with due concern and cordiality.
12. During the period of their service, they cannot join any other Institution or pursue any course of studies without the prior written approval of the Head of Institution.
13. They cannot absent themselves without prior sanction of leave or without previous permission of the Head of the Institution. They cannot leave the country without prior sanction from the MES Management.
14. Leave cannot be claimed as a matter of right. When the exigencies of Institutional service so require leave of any kind may be refused or revoked by the management, on a case-to-case basis.
15. They cannot accept any remuneration related to any job from source other than the Institution or engaged in business without the knowledge of the authorities.
16. They shall not enter into monetary transactions with any students or parent; nor shall exploit once influence for any personal ends.
17. They shall not directly or indirectly, knowingly or otherwise interfere in the governors/admissions/other activities of any MES institution.
18. They shall be courteous to all the stakeholders of the institution/s managed by the MES, and not indulge in any gossip, vilification or propaganda against the MC/institution/teachers/colleagues.
19. They shall abide by all the rules and regulations as may be adopted by the MES from time to time.
20. They shall refrain from taking part in activities having potential to spread a feeling of hatred or enmity among different communities, religion, caste, category or linguistic groups.