



NCRD's

# **Sterling**

**INSTITUTE OF MANAGEMENT STUDIES**

Approved by A.I.C.T.E., New Delhi, Recognized by Government of Maharashtra & Affiliated to University of Mumbai

## **Code of Conduct for Administrative Staff**

1. Admin Staff shall serve the Institute with loyalty and shall maintain strict confidentiality in all matters relating to the Institute affairs.
2. He/ She should be hospitable to all the higher authorities and stake holders of the institute.
3. He/ She should follow the rules and regulation provided by the Mumbai University, AICTE and the institute management.
4. All staff members are expected to be present at their respective place of work in time and must be punctual.
5. He/ She should be conscious towards the energy conservations, waste management and green initiatives.
6. He/ She should strictly follow the documented process for any administrative activity.
7. Admin Staff members are not permitted to carry out any activity for which they may receive remuneration in addition to what is paid by the Institute, unless specific permission to do so has been granted by the Management.

**IQAC Coordinator**

**Director**

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