



CODE OF CONDUCT FOR NON- TEACHING STAFF

- He/she should remain in the college premises during the college working hours and even beyond the working hours, if required.
- He/she should be punctual and reliable in all duties.
- Non-teaching staff shall perform his/her duties efficiently, as per the Institutional guidelines.
- The non-teaching staff shall ensure a cordial relationship and work together with teaching and other non-teaching members for the smooth running of the Institution.
- The non-teaching staff shall extend full support to the department for the development of the labs and also in the maintenance of instruments /equipment.
- Respect and maintain hierarchy in administration.
- Maintain honesty and integrity in all activities.
- Maintain proper interactions and deal positively with staff, students and the general public.
- Treat students with care and kindness.
- Fulfil the responsibilities by meeting the required standards for every assigned task.
- Practice mutual respect, trust and confidentiality.
- The supporting staff shall strive hard to improve their technical and non-technical skills related to their job.
- Must not use unauthorised persons to perform official duties.
- Refrain from personal insults, especially those using racist or sexist terms. Do not indulge in any act of sexual harassment of any woman at work place.
- Do not indulge in misappropriation of money.
- Consumption of intoxicating substances such as tobacco, cigarettes, alcohol etc. in the campus is strictly prohibited.
- The staff shall not involve either directly or indirectly in any form of business during their service.
- The staff shall not involve in any unethical activities that cause hindrance to the harmony of the Institution.

