

CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Non-teaching staff of the college should follow the rules and regulations laid by the competent higher authority.
2. Non-Teaching staff should maintain highest possible standard of professional behaviour.
3. Non-Teaching staff should be punctual and disciplined in their work.
4. Non-Teaching staff shall maintain appropriate level of confidentiality with respect to students staff records and other sensitive matters.
5. Non-Teaching staff should co-operate with the superiors, teachers, colleague and students.
6. Non-Teaching staff should maintain image of the institute through standard of dress and general courtesy.
7. They should respect the rights and opinions of others.
8. Every non-teaching staff should follow all norms and job assignment given to them by management with full dedication.
9. They should refrain from any form of harassment or unlawful discrimination based on race, caste, creed, sex or community.
10. Every non-teaching staff should respect and maintain the hierarchy in the administration and be supportive of the institution's norm.
11. In case of leave of absence, prior information need to be given and leave of absence applied for in time.