

CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Every staff member employed in the college shall discharge his/ her duties efficiently and diligently as per the rules and regulations laid by the Competent Authority.
2. All Staff members should display the highest possible standards of professional behaviour.
3. All Staff members should be punctual and disciplined towards their work.
4. Every Staff member shall maintain the appropriate levels of confidentiality concerning student and staff records and other sensitive matters.
5. Every Staff member should cooperate with students, colleagues & superiors.
6. All staff members should maintain the image of the institute through standards of dress, general courtesy, etc.
7. All the staff members should respect the rights and opinions of others
8. Every staff member should follow all norms and job details as signed by the Management, Director & Superior from time to time with full dedication.
9. All Staff members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/ sexuality/ age/marital status.
10. Violations of code of conduct by the Teaching & Non-teaching staff are subject to Disciplinary action, Show Cause Notice, Memo, Enquiry Committee, Transfer to any other Institute, Suspension, Termination, etc. or any other action as per the Competent Authority