

Code of Conduct/Ethics for Non-Teaching Staff

The following traits are expected from the non-teaching staff. He/she must

- Report to duty on scheduled time.
- Remain on duty during college hours.
- Adhere strictly to the rules and regulations of the college.
- Respect and maintain hierarchy in the Administration.
- Maintain honesty, integrity, fairness in all activities.
- Exercise self discipline and restrain at all times and deal positively with staff, students and the general public.
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents/receipts.
- Must not embezzle or misappropriate college money.
- Must not be absent from duty without official approval or approved sick leave.
- Avoid unnecessary gossip, social networking sites such as Facebook, Whatsapp, etc. during working hours.