

Code of Conduct of Non -Teaching Staff

- Every member of the non-teaching shall discharge his/her duties diligently and efficiently abiding by the rules and regulations of the college.
- Non-Teaching staff must be neatly dressed in the college.
- Non-Teaching Staff should be honest in all the activities.
- Non-Teaching Staff should maintain cordial relationship with staff, students, parents and public.
- Non-Teaching Staff in charge of laboratories are responsible for the cleanliness and maintenance of the same.
- Any work assigned by the Principal should be carried out without hesitation in time.
- Prior approval should be obtained when he/she wants to avail leave. In case of ailment, medical certificate should be produced.
- Non-Teaching Staff shall avoid personal phone calls during the working hours.
- Non-Teaching staff should not use any unethical words inside the campus.
- Every member of the Non-Teaching staff should report for duty before 9 a.m. They shall not leave the college premises without permission before 5 pm.