

CODE OF CONDUCT FOR NON TEACHING STAFF

- Staff members should display the highest possible standards of professional behavior
- The staff should be punctual and disciplined towards their work as their negligence will affect the smooth functioning of college activities.
- Staff members should ensure the confidentiality of information regarding examinations, students and staff records and other relevant matters.
- All staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.
- All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college.
- The support staff should not, on any account, undertake any other job within the stipulated office hours.
- They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
- No staff should be under the influence of drugs or alcohol during office hours.
- Staff members are expected to behave in a helpful, friendly and patient manner towards the students.