


Code of Conduct to Non- Teaching Staff

- Remain on duty during the college hours.
- Maintain honesty, integrity, fairness in the Administration.
- Adhere strictly to the rules and regulations of the college.
- Deal properly and positively with staff, students and the parents.
- Be polite enough, while dealing with the staff and students.
- Must not be absent from duty without official approval or approved sick leave.
- Avoid social networking sites such as Facebook, WhatsApp, etc. during the working hours.
- As the technical and administrative staffs are expected to work closely with the faculty of college in day to day activities.
- Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
- Do not behave aggressively, while discharging the duties with staff and students.
- Refrain from passing information about colleagues to any individual or agency without his/her express permission.
- No staff employed in the college shall engage himself/herself or participate in any activity which tends to create disharmony in the institution.


K SWAPNA
Co-Ordinator, IQAC




K . RAGHUVIER
PRINCIPAL