

## **Code of Conduct for Non-Teaching Staff**

In an educational institution role of non-teaching staff is very crucial. Non-teaching staff cater the needs of the students and satisfy their various queries. Entire non-teaching staff which also includes technical experts are required to follow a proper code of conduct which mainly include their i) behavior towards the students ii) dedication iii) integrity towards the work iii) professionalism iv) technical skills. The detailed code of conduct is as follows:

### **Code of Conduct**

- The non-teaching staff shall remain present on time in the college every day except Gazette holidays
- The non-teaching staff shall not remain absent without reasonable cause.
- The non-teaching staff shall be prompt in their work and avoid to keep the students waiting.
- The non-teaching staff shall be responsible to maintain all the accounts, records, registers, inwards and outwards, etc.
- It is responsibility of the non-teaching staff to be accessible to teachers as well as students.
- The non-teaching staff should actively participate in all the activities.
- The non-teaching staff should actively involve in CET rounds and

further admission procedures.

- The assigned non-teaching staff shall be responsible for maintenance and cleanliness of the college premises viz. brooming, cleaning urinals and providing pure and safe drinking water.
- The non-teaching staff assigned with the cycle stand shall be responsible for the proper maintenance of the parking area.