

CODE OF CONDUCT FOR NON TEACHING STAFF

Responsibility and Accountability

Support the institution in fostering an open and mutually supportive environment.

Share information willingly and assist in achieving the institution's goals and objectives.

Ensure facts are accurately presented. If a misunderstanding occurs due to unclear communication, rectify it promptly.

Maintain honesty and prioritize the institution's interests over personal gains or advantages.

Uphold integrity and impartiality in all actions.

Exhibit modesty in attire and behavior, particularly toward students. Avoid using abusive language.

Be diligent and committed to your work.

Collaborate effectively with faculty and staff.

Treat colleagues with respect and professionalism.

Avoid unnecessary loud conversations or snacking during office hours.

Refrain from any personal, financial, or other interests that might compromise your ability or willingness to perform duties effectively.

Punctuality and Attendance

Report to duty on time as per the prescribed working hours and remain on campus unless assigned duties elsewhere.

Be prepared for extended working hours or additional workdays in case of emergencies, as decided by the management.

Mobile Phones and Internet

The use of mobile phones during office hours is strictly prohibited.

Mobile phones should only be used for urgent calls during office hours.

Internet usage must be limited to official purposes only.

Maintain professionalism while communicating through WhatsApp messages.

