

Code of Conduct for Non-Teaching Staff

01. All non-teaching staff of the college shall be governed by the terms & conditions.
02. All non-teaching members of staff shall observe the instructions regarding the attendance issued by the College Principal.
 - (a) All non-teaching staff shall sign the attendance at the beginning of the College and shall be in the work spot for 8 (Eight) hours irrespective of the hours of functioning of the College.
 - (b) No non-teaching staff shall absent themselves without written prior permission of the Principal as a matter of course.
 - (c) All non-teaching staff members shall obtain the permission in writing of the Principal if they want to attend late or leave the College early after signing the attendance.
 - (d) If the non-teaching staff members are absent without taking prior written permission of the Principal, they shall be liable for cut in casual leave or earned leave as the case may be.
 - (e) Any habitual late coming or absence without proper permission will be viewed seriously and appropriate action will be taken.
 - (g) All leave application letter proposals for faculty, improvement scheme etc., or examination on other duty shall be submitted well in advance to the Principal for processing and getting the approval of the Management in time.
03. All members of the staff are requested to refrain from any activity which will lead to the disruption of the peace and calm of the Campus and shall not indulge themselves in activities prejudicial to the interest of the Institution or other individual staff members like incitement, abuse, assault including reference to Community.