

Code of conduct for non teaching staff

- Report to duty on time and be on duty during college hours; stay back after duty hours in case of additional requirement.
- Adhere strictly to the rules and regulations of the college, and to the job responsibilities
- Respect and maintain hierarchy in administration
- Maintain honesty, integrity, fairness in all activities.
- Exercise self discipline and restrain at all times and deal positively with staff, students and general public
- Must not divulge official secrets, mutilate, conceal, alter or forge official documents/ receipts
- Must not intercept or misappropriate college money
- Must not be absent from duty without official approval or approved sick leave
- Avoid using social media during official working hours.