

CODE OF CONDUCT FOR NON-TEACHING STAFF

1. 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.
2. Every non-teaching staff report to duty at least 30 minutes in advance.
3. All staff must maintain honesty, integrity, fairness in all activities.
4. All staff must respect and maintain the hierarchy in the administration.
5. All staff will exercise self-discipline and restrain at all times and deal positively with staff, students and general public.
6. Non-teaching staff must not absent from duty without official approval or approved sick leave.
7. Non-teaching staff should avoid using social media during office hours.
8. All staff should keep the confidentiality of the records maintained in their offices and are custodians of the files and papers entrusted to his/her section.
9. Non-teaching staff assigned to laboratories should keep the labs clean.
10. Non-teaching staff shall complete the assignment given to them by principal and faculty members to whom he/she is attached.

SAMADHAN COLLEGE

RUN BY SARVATO MUKHI SAMADHAN
SHIKSHA SANSKAR SAMITI



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CONTACT NO. - 9329329726, 07824-299001

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11. All staff are not allowed to sub-delegate the responsibilities entrusted to them without the prior permission of the principal.
12. The lab staff must keep the lab clean and read for conducting the lab as per schedule time.
13. The lab staff must keep surveillance during practical so that the equipment is not mishandled by the students.
14. All staff should co-operate with the management, administration and the teaching staff for the smooth and efficient functioning of the college.
15. All staff will adhere strictly to the laws and regulations of the college.

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