

## CODE OF CONDUCT FOR NON-TEACHING STAFF:

**The following traits are expected from the Non-Teaching staff. He/ She must:**

1. Report to duty on time.
2. Remain on duty during college hours.
3. Adhere strictly to the laws and regulations of the college.
4. Respect and maintain the hierarchy in the Administration.
5. Maintain honesty, integrity, fairness in all activities.
6. Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
7. Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents/receipts.
8. Must not intercept or misappropriate college money.
9. Must not be absent from duty without official approval or approved sick leave.
10. Avoid social networking sites during the working hours.