

## Code of Conduct (Non – Teaching Staff)

1. All the employees shall be punctual to their duties and shall adhere to the University timings i.e., 9.30 AM to 5.00PM.
2. All the non-Teaching should adhere to the defined job responsibilities as per key Responsibility Areas (KRAs), provided to them at the time of their joining.
3. All the non-teaching staff should think at all times that justice is done to the students in all aspects with regard to the instruction in the laboratory, conduct of examinations and evaluation. All the non-teaching staff are expected to deal kindly with the students as far as possible within the frame work of rules without sacrificing discipline.
4. The non-teaching staff also assist in the arrangements for the smooth conduct of examinations and attend all connected work as assigned by the HOD or person in-charge.
5. No staff shall engage himself in other activities privately. No employee shall directly or indirectly engage in the business of money lending/gambling/betting/lottery or any such other speculation
6. The technical staff in the various departments shall be punctual and shall keep the laboratories clean and presentable form for the use of the students . They shall strive hard to ensure that there is no room for complaint either from the Teaching staff or from the students.
7. No employee is expected to undertake any outside job and violation of the said clause will be dealt seriously. If any employee is already engaged, he/she is required to inform Registrar in writing. Any employee who is convicted in any criminal case or insolvency shall be liable for dismissal from service without any show-cause notice.
8. No employee shall take active part in politics while being in service.
9. No employee shall have recourse to the press under any circumstance and should not approach any court for redress of grievances without first representing to the management.