

FOR NON TEACHING STAFF

- Non-Teaching staff working in the College office or departments should remain on Duty during College hours (11.00 a.m. to 5.30 p.m.).
- Non-Teaching staff should follow all norms and job details assigned by the College to the member from time to time with dedication.
- Non-Teaching staff should perform all the exam duties as assigned to them.
- Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
- Any Loss or damage to any article in the Lab or Class Room should be reported to the Principal in writing immediately.
- Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
- As the technical and administrative staff are expected to work closely with the faculty of the College in day to day activities, the staff should Respect the prerogative of the faculty members.
- Develop friendly and co-operative relationship with the faculty members and students/parents/guardians/visitors.
- Co-operate whole heartedly with the authorities of the College in the fulfilment of mission and goals of College by performing his/her role in a professional manner.
- Non-Teaching staff should avoid unethical practices.