

## **Code of conduct for Administrative Staff**

Admin Staff herein after referred to as "**Staff**" is expected to be exemplary in their public and private lives. Their loyalty, sense of dedication, devotion and good behaviour at all times should be an inspiration to the students. In pursuance of this aim, they are expected to follow the following code of conduct:

(i) Staff shall serve the Institute with loyalty and shall maintain strict confidentiality in all matters relating to / regarding the Institute affairs.

(ii) Staff is expected to be in time, i.e. 9:15 a.m. on each working day. The above timings can, however, be altered at the discretion of the Authorised Official / Competent authority

(iii) Staff should punch their attendance at biometric machine by 9:30 a.m. If a staff member comes late more than four times in a month, one Casual Leave will be deducted automatically.

(iv) Staff is expected not to leave the Institute campus during working hours without prior permission from the Competent Authority. If a staff member leaves the campus for a short duration after obtaining Gate Pass from the competent authority, biometric machine installed at the main gate is to be punched both while going out & coming in.

(v) All staff members are expected to be present at their respective place of work in time and must be punctual.

(vi) All Staff members are expected to come to Institute well dressed, neat and modest. Cleanliness is a must. Staff should not come in casuals such as Jeans, T-Shirts, etc. on working days.

(vii) Staff members are not permitted to carry out any activity for which they may receive remuneration in addition to what is paid by the Institute, unless specific permission to do so has been granted by the Management.

(viii) All staff members shall also be required to do all such other duties and assignments, even on off days, holidays, outside duty hours or during vacations, as may be assigned by the Management from time to time.

(ix) Staff members are not required/ permitted to make any press release in name of the Institute. To conduct any meeting with person(s) other than staff of the Institute, they are required to take specific permission in writing from the Institute Management.

(x) Staff members are prohibited to approach/communicate with the outside agencies / on matter (s) related to the Institute and / or its working without the prior permission of the Principal.

(xi) Staff members are not permitted to be local guardian of any student of the Institute without the prior written permission of the Principal.

(xii) Staff members will not indulge, carry out or encourage any activities either themselves or through others, which are likely to be, or are prejudicial towards the interest, reputation or / and goodwill of the Institute.

(xiii) All staff members are expected to conduct themselves with dignity and decorum in all interaction with senior's colleagues, students and their parents.

(xiv) Staff members are prohibited from making false, vicious or malicious statements deliberately in public or otherwise against the Institute and its Management or any employee.

(xv) Staff convicted by any court of law for any criminal offence involving moral turpitude will be punishable for committing an act of misdemeanour.