



JSS COLLEGE OF ARTS, COMMERCE & SCIENCE, NANJANGUD

CODE OF CONDUCT - NON-TEACHING STAFF

The Non-teaching Staff can equally contribute for better functioning of both academic and non-academic functioning of an educational institution. If teaching staff is one face of a coin, non-teaching staff can be rightly regarded as another face. It supports, assists and facilitates the smooth conduct of the activities of the Institution. Hence, the dedication, performance, honesty and integrity of it can create and enhance an atmosphere conducive for overall development of the students and the institution. The Institution expects the following duties from the non-teaching staff:-

- They should be punctual and respect the authorities.
- They should remain in the College during working hours involving themselves in the duties allotted to them.
- They should adhere to the rules and regulations of the Institution.
- They should have the qualities of honesty, integrity and patience.
- They should deal positively with the teaching staff, students and other stakeholders.
- They should maintain utmost secrecy in the official matters and documents of the Institution, under no circumstances they shall reveal the official secrets to anyone unless specifically authorized to do so.
- They shall not misappropriate or conceal money and valuables of the Institution.
- They shall take their leave only on prior permission of the appropriate authority.
- They should avoid social networking such as, Facebook, Whatsapp during the working hours.

We can take pride to admit the commitment and sense of timely service of the non-teaching staff of our Institute is noteworthy.

PRINCIPAL
JSS College of Arts, Commerce & Science
NANJANGUD-571 301