

### **Code of Conduct (Non-Teaching Staff)**

1. All staff members will remain punctual.
2. All staff members are required to mark their daily attendance. An application of leave of absence has to be submitted timely in/out order to avail any kind of leave.
3. All staff members are advised to dress in proper attire maintaining the decorum of the institution.
4. All staff members will work in coordination with faculty members regarding management of college activities.
5. All staff members shall maintain a professional & ethical attitude towards all teaching & non – teaching staff members as well as students.