



CODE OF CONDUCT (ADMINISTRATIVE SUPPORT STAFF)

1. The college gives utmost priority to discipline, and all administrative staff is bound to follow the rules and regulations of the college and maintain strict discipline.
2. All administrative staff must be punctual for duty.
3. Administrative staff shall stay on campus during college working hours.
4. Tea break and lunch break timings must be strictly adhered to by the administrative staff.
5. Computing and communication facilities should be used only for the purpose for which they are authorized to accomplish the assigned work.
6. Support staff will demonstrate courtesy, respect, patience, and willingness to help in all their interactions with students, teachers, parents, guardians, administrative personalities, and the general public in any context.
7. Administrative/support staff should maintain professional ethics on campus and proper behavior with authorities and students.
8. Administrative staff are not allowed to use mobile phones, listen to music, watch videos, or surf social media inside the college campus during working



PRINCIPAL