



CODE OF CONDUCT (NON - TEACHING STAFF)

1. The college gives utmost priority to discipline, and all non-teaching staff are bound to follow the rules and regulations of the college and maintain strict discipline.
2. All non-teaching staff should be punctual for duty and adhere to the college timings.
3. Non-teaching staff shall stay on campus during college working hours.
4. Tea break and lunch break timings must be strictly adhered to by the non-teaching staff.
5. A logbook should be maintained for each laboratory.
6. An issue register for tools and other utilities issued to the students must be maintained for each and every lab.
7. Any unexpected breakdowns of lab machines/equipment/components must be reported immediately to the staff in charge of the particular lab/HOD.
8. Damages caused to the lab equipment by students due to mishandling of lab machines/equipment/ components/consumables must be reported to the concerned staff member or HOD for further action.
9. The lab instructor must identify the requirement of lab machines/ equipment/ components /consumables, etc., before the beginning of the semester and provide the same in writing to the lab-in-charge/HOD.
10. All maintenance works must be carried out and recorded as per the schedules without affecting the regular lab class work.
11. All procurements should be properly recorded in stock registers, and separate registers for consumables and non-consumables should be maintained for each laboratory.
12. Ensure the availability and proper maintenance of first aid facilities and firefighting equipment.
13. Alternate arrangements must be made with another staff member who is familiar with the work in case of absence.
14. Ensure that the machines/equipment/components are in proper working condition before allowing students to conduct experiments.
15. Non-teaching staff are not allowed to use mobile phones, listen to music, watch videos, or surf social media inside the college campus during working hours.



PRINCIPAL