

CODE OF CONDUCT FOR NON-TEACHING STAFF

All non teaching staff shall:

- Report to duty on time and be on duty during college hours; stay back after duty hours in case of additional requirement.
- Exercise self discipline and restrain at all times and deal positively with staff, students and general public.
- Must not divulge official secrets, mutilate, conceal, alter or forge official documents/ receipts.
- Must not intercept or misappropriate college money.
- Must not be absent from duty without official approval or approved sick leave.
- Avoid using social media during office hours.
- Must not use unauthorized persons to perform official duties.

In addition to the above mentioned duties, the staff must also adhere to following code of conduct:

Librarian

The Librarian shall:

- Work directly under the superintendence, direction and control of the Principal.
- Shall ensure proper implementation of the decisions taken by the Library Committee.
- Be the custodian of all books, periodicals, journals, equipments in the Knowledge Resource Centre.
- Evolve and implement such processes and procedures to ensure that the books, periodical, journals and equipment in the Knowledge Resource Centre are not lost or damaged, and no irregularities take place in the Knowledge Resource Center.
- Carry out periodical verification of stock, prepare appropriate report that includes losses, before the Library Committee.
- Be responsible for the development, modernization, up keeping and management of college Knowledge Resource Center.
- Create awareness among the student of various departments of the college regarding the availability of resources, information and search techniques.
- Undertake any other task assigned to him/her by the college authorities to ensure that the objectives of Knowledge Resource Centre are accomplished.
- Perform such other duties as prescribed or assigned to him/her by the Principal from time to time.

Office Clerk

Office Clerk shall:

- Maintain and update Cash books, ledger, pay book, Audited statement, Assessment Report, Employee service book and personal File, Pension cases, Cheque register, dead stock register, voucher files etc. for account writing.

- Get the financial audit done internally as well as externally to do audit compliance and deduction of income tax, profession tax and other deductions.
- Prepare and submit various utilizations to UGC, University and Government etc.
- Prepare and submit budget estimates and monitor accounts accordingly.
- Prepare and maintain daily dairy/ cash books, Fee Register, Fee Receipt, Stock Register, all statistics, Inward-outward register, compliance register, Stationery Register, etc.
- Maintain and update bio-metric record and write remarks accordingly.
- Help other authorities as per the directions of Principal.
- Verify and accept Admission forms, Exam Forms, Concession forms etc.,
- Issue T.C / Migration & Bonafide certificates, mark list, etc.,
- Maintain General Register, University Result and Ledger etc. and undertake all exam related work.
- Prepare and submit scholarship/ freeship charges in staff proposals, teaching & non-teaching Staff etc.
- Maintain roll call and internal and university exam record all correspondence to university.

Laboratory Assistant

Laboratory Assistant shall:

- Carry out the Lab related responsibilities.
- Maintain the attendance register.
- Keep the setup ready before conduct of the practicals.
- Ensure the cleanliness of the laboratories.
- Maintain the departmental stock register.

Library Attendant

Library Attendant shall:

- Carry out the library related responsibilities.
- Issue & return books in the library as per directions of librarian.
- Issue I-card/Library card to students.
- Update newspaper and magazine register.
- Maintain cleanliness in the library and work as per the directions of the librarian.

Peon

A Peon shall:

- Maintain cleanliness in Principal Cabin, Staff room, Office, Class room, parking, computer lab etc.
- Visit Bank, Post office and other places for bill payment and office work.
- Give information to Principal, of parents & students visiting college for Principal meeting.
- Render help in organization of various co-curricular and extracurricular activities and programme held in the college.
- Work as per the directions of Principal and other faculty.