



Sadakathullah Appa College

*An Autonomous Institution, Re-Accredited by NAAC at an 'A' Grade, * ISO 9001: 2015 Certified *

CRITERION VII INSTITUTIONAL VALUES AND BEST PRACTICES

7.1.10

Code of Conduct

Non-Teaching Staff

Submitted to

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)

August 2022





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Code of Ethics for Non-teaching staff

Office staff constitute the work force for the smooth and effective functioning of the College.

Therefore, the following traits are expected of them.

1. Being punctual and reliable in their duties.
2. Being honest in words and actions.
3. Maintaining proper interactions with students and professional boundaries with staff.
4. Being supportive to other staff members.
5. Equipping themselves with the required standards for every assigned task.
6. Being committed to the wellbeing of individuals, the wider community and the common good of all people.
7. Maintaining the hierarchy in the administration.
8. Adhering strictly to the official resumptions, the closing time and the dress code.
9. Not allowing unauthorized persons to perform official duties.
10. Conform to all the Provisions and Statutes of the Tamil Nadu Private Colleges (Rules and Regulations) Act 1976.

Principal

