



Code of Conduct for Administrators and Other Staff









ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM-695007

Re-accredited with 'A' Grade by NAAC

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POLICY NAME		Code of Conduct for Teaching Staff			
APPLIES TO					
FACULTY		STUDENTS		NON-TEACHING STAFF	
PARENT/GUARDIAN		VISITORS		MANAGEMENT	



All members of the non-teaching staff should behave in a manner that befits the dignity of the institution. They must

- 1) uphold the integrity of the institution by maintaining exemplary standards in all their official duties.
- 2) observe stringent standards in terms of punctuality and reliability.
- 3) preserve ideals of honesty, dedication and transparency in the discharge of duties.
- 4) remain courteous and considerate in their dealing with the institution's diverse stakeholders.
- 5) accord timely help to students who require their assistance.
- 6) extend a helping hand to members of the teaching staff to facilitate the smooth functioning of the institution.
- 7) co-operate with other members of the staff to maintain a harmonious working environment.
- 8) maintain strict confidentiality in handling official, financial and other relevant documents that require sensitive supervision.
- 9) adhere to the hierarchical equations within the institution and remain committed to the ideals set by the Management.
- 10) obtain the Principal's permission before initiating any official action that require the sanction of a higher authority.
- 11) record and monitor all official transactions and maintain office copies of all relevant documents.
- 12) refrain from accepting any gifts, monetary aid or material support from the stakeholders without the sanction of the Principal and the Management.



- 13) behave with utmost impartiality and should not indulge in any discriminatory action on the basis of religion, politics or gender
- 14) avoid seeking the help of unauthorised personnel in the discharge of their official duties.
- 15) endorse the high standards of the institution through their professional dressing and competent attitude.



Reshmi
Principal
All Saints' College
Thiruvananthapuram-7