

CODE OF CONDUCT

SREE SANKARA COLLEGE, KILIMANOOR

NON TEACHING STAFFS

- The non-teaching staff members should conduct themselves in a way that upholds the institution's integrity and honors its dignity by upholding the highest standards in all of their official roles.
- Employees are required to adhere to strict guidelines about punctuality and dependability. No employee is allowed to miss work without authorization from head of the institute.
- Their honest efforts should be directed toward the efficient management of the establishment. Teachers and students should be treated with courtesy and consideration.
- Maintaining strict confidentiality when handling official, financial, and other pertinent papers that call for careful oversight is the responsibility of the staff. They should continue to be dedicated to the principles established by Management and follow the institution's hierarchical structure.
- The non-teaching staff members appointed are responsible for delivering any correspondence, forms, circulars, statements, and communications assigned by the principal to the various department heads.
- Before taking any official action that requires approval from a higher authority, they acquire the Principal's approval. Keep office copies of all pertinent documents and keep track of all official transactions.

- No member of staff may engage in or take part in any activity that is anti-secular, tends to sow discord in society, or involves actions that jeopardize India's sovereignty and integrity, national security, friendly relations with other nations, public order, decency, or morality, or that involves defamation, contempt of court, or inciting others to commit crimes.
- No staff may engage in activities that bring the government into disrepute or directly or indirectly criticize government policies.
- They should act with the utmost impartiality and refrain from discriminating against people based on their gender, politics, or religion.
- They should continue to be polite and thoughtful when interacting with the various stakeholders within the institution.