SIENA COLLEGE OF PROFESSIONAL STUDIES

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CODE OF CONDUCT

For the Non-Teaching Staffs

CODE OF CONDUCT FOR THE NON-TEACHING STAFFS

1. The overall efficient development of the college should be the primary goal of non-teaching staff and they should come for duty at the right time. They should carry out the duties assigned to them in the college in complete deference to the wishes of the Principal.

2. The non-teaching staff should not do anything that would disrupt the overall peaceful atmosphere of the college.

3. The duties given to the non-teaching staff should be done by them alone and they should not give those works to anyone without the permission of the principal.

4. The non-teaching staff should be in the campus during the working hours. They are not allowed to leave the campus during the working hours without the consent of the principal.

5. They should follow all the rules and regulations of the college in letter and spirit.

6. They should show respect and courtesy to all other stakeholders of the college.

7. They should maintain honesty and sincerity in terms of their works.

8. They should take utmost care of all the files entrusted to them.

9. They should report to the Principal forthwith. If they find any anomaly in the operation of their areas of jurisdiction.

10. They can avail of leave in the inevitable circumstance after notifying it to the Principal.

11. The non-teaching staff based in the computer labs are solely, responsible for keeping all the files and articles over there in order.

12. They should keep a register to record the damages done to the articles in the labs by the students

13. The non-teaching staff will be severely dealt with, if any file is missed due to their indiscretion. They should also work in one mind with all other stakeholders of the college in running the institution as a well-oiled entity.