



# ST XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY

NAAC Accredited with B++ Grade (1<sup>st</sup> Cycle)

(Affiliated to Aryabhata Knowledge University)

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## CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR NON-TEACHING STAFF

The code of conduct and professional ethics prescribed for the non-teaching staff of the College are fundamental to maintaining a harmonious and efficient work environment. Upholding loyalty, punctuality, professionalism, and adherence to institutional guidelines are paramount for the effective functioning of the College. By fostering positive relationships, refraining from political activities, and upholding the institution's reputation, non-teaching staff contribute significantly to the overall ethos of the College.

### Code of Conduct for Non-Teaching Staff:

#### Loyalty and Diligence:

Fulfil assigned duties with loyalty and diligence as directed by superiors or College management.

#### Punctuality:

Attend work punctually and remain until the College closes for the day.

#### Attendance Record:

Regularly sign in the attendance register maintained by the head of the institution.

#### Asset Management:

Maintain a stock/ inventory register for College assets and submit it to the supervisors/ administrators and the principal at the end of each semester.

#### Professional Relationships:

Maintain cordial relationships with students, teachers, and colleagues.

#### Political Neutrality:

Refrain from engaging in any political activities within or outside the College campus.

#### Upholding Institutional Reputation:

Conduct oneself in a manner that upholds and enhances the institutional reputation.

#### Government Policies:

Avoid direct or indirect criticism of government policies.

By adhering to these codes of conduct, non-teaching staff contribute to a positive and productive work environment, strengthening the College's overall operational efficiency and reputation.

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