

Code of Conduct for Non- Teaching Staff

- Loyalty to the College by being punctual and reliable in all duties.
- Integrity by being honest in words and actions.
- Creating and maintaining strong relationships with students and staff:
 1. Proper interactions with students.
 2. Maintaining professional boundaries with students and staff.
- Maintaining dignity by treating students with care and kindness.
- Being supportive and cooperate with other staff members.
- Fulfilling responsibilities by meeting the required standards for every assigned task.
- Practise mutual respect, trust and confidentiality.
- Practise justice by being committed to the well being of individuals, the wider community and the common good of all people.
- Must respect and maintain the hierarchy in the Administration.
- Should adhere strictly to the official resumption/ closing time and must dress decently & appropriately.
- Must not use unauthorised persons to perform official duties.


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