

## **Code of Professional Ethics for Non Teaching Staff**

### **Professional Values:**

- Every staff employed in the University shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
- Staff must maintain an impeccable standard of integrity in all their professional relationships.
- Staff should display the highest possible standards of professional behaviour that is required in an educational establishment)
- Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them
- Staff should not use their position in the University for private advantage or gain.
- Staff should avoid words and deeds that might bring the University into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community).

### **Non Teaching Staff Responsibilities towards Faculties and Students**

- Staff must at all times observe the University Equal Opportunities Policies for staff and pupils and treat pupils, parents and other stakeholders in accordance with those policies
- As the technical and administrative staffs are expected to work closely with the faculty of the university in day to day activities,
- The staff must Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
- Develop friendly and co-operative relationship with the faculty members Provide full co-operation and support to the faculty members for the development of University
- A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit.
- Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
- Refrain from passing information about colleagues to any individual or agency without his/her express permission.

### **Non Teaching Staff Responsibilities towards colleagues**

#### **Non Teaching Staff Should**

- Treat their colleagues in the same manner as they themselves wish to be treated;
- Speak respectfully of other colleagues and render assistance for betterment of the University;

- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

### **Non Teaching Staff Responsibilities towards Authorities**

- No Staff employed in a University shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
- No Staff employed in a University shall engage directly or indirectly in any trade or business.
- No staff employed in the University shall send any application for employment under any other agency, except through the Authority under the University.
- Any staff employed in a college when involved in criminal proceedings shall inform the University
- No staff employed in a University shall engage himself/herself in any political activity. He/ She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
- No staff employed in a university shall engage himself/herself or participate in any activity which tends to create disharmony in a university.