



A code of conduct for non-teaching

A code of conduct for non-teaching staff typically outlines the expected behavior, responsibilities, and ethical standards that employees should adhere to while performing their duties within an educational institution. Here's a general framework that can be adapted and expanded as per specific institutional policies and requirements:

1. Perform duties diligently and to the best of one's abilities.
2. Represent the institution positively and professionally in all interactions within and outside the workplace.
3. Maintain a clean and organized workspace.
4. Participate in training sessions, workshops, and other professional development opportunities as required or recommended.
5. Report any safety hazards, incidents, or concerns promptly to the appropriate authorities.
6. Adhere to assigned work schedules and notify supervisors promptly in case of absence
7. Treat all colleagues, students, and visitors with respect, courtesy, and fairness.
8. Respect the privacy of students, colleagues.
9. Handle sensitive information with care and in accordance with institutional policies and legal requirements.
10. Follow safety protocols and procedures to ensure the well-being of students, staff, and visitors.
11. Familiarize oneself with and adhere to institutional policies, rules, and regulations.
12. Communicate effectively and respectfully with colleagues, supervisors, students, and parents/guardians.
13. Use appropriate channels for feedback, suggestions, or concerns.
14. Strive for continuous improvement in job performance and professional skills.

Understand that violations of the code of conduct may lead to disciplinary actions, up to and including termination of employment, depending on the severity and frequency of the offense.



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