

### CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours (9.00 a.m. to 5.00 p.m.).
2. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
3. Non teaching staff shall complete the assignment given to them by principal & faculty members to whom he/she is attached.
4. The lab staff must keep the lab clean and ready for the conducting the lab as per schedule time.
5. The lab staff must keep surveillance during practical so that the equipment/instrument is not mishandled by the students.