

BASELIUS COLLEGE KOTTAYAM



*Code of Conduct for
the Stakeholders*

Code of Conduct for Non-Teaching Staff

Non-Teaching staff members are expected to:

- Discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Competent Authority.
- Display the highest possible standards of professional behaviour.
- Be punctual and regular at the workplace and be committed and disciplined in their work.
- Maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- Cooperate with Principal, teachers, parents, colleagues, students and other stake holders of the institution.
- Maintain the image of the institute through standards of dress, general courtesy, etc.
- Respect the rights and opinions of others.
- Follow all norms and job details assigned by the Management, Principal & other Superior officers from time to time with full dedication.
- Refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.
- Refrain from defaming the institution through print, visual and social media.