

# **CODE OF CONDUCT FOR NON-TEACHING STAFF**

- ❖ **Maintain hierarchy in the administration.**
- ❖ **Report to duty on time**
- ❖ **Adhere to the rules and regulations of the college.**
- ❖ **Be in the respective seat and do work with commitment and sincerity during the working hours.**
- ❖ **Preserve honesty, integrity and fairness in all activities.**
- ❖ **Must extend positive approach to staff, students and visitors.**
- ❖ **Should not disclose official secrets, alter or forge official documents and receipts.**
- ❖ **Must not mishandle or waste college funds.**
- ❖ **Should not absent from duty without prior permission.**
- ❖ **Strictly avoid any kind of social or political network. Must keep off Facebook, WhatsApp etc. during working hours.**

*O. B. Srinivas* 4.2.2020  
PRINCIPAL  
Government Arts College  
No. 61112.621718