

CODE OF CONDUCT FOR NON-TEACHING STAFF





KALASALINGAM

ACADEMY OF RESEARCH AND EDUCATION

(DEEMED TO BE UNIVERSITY)



Under sec. 3 of UGC Act 1956. Accredited by NAAC with "A++" Grade

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CODE OF CONDUCT FOR NON-TEACHING STAFF

As valued members of Kalasalingam Academy of Research and Education, non-teaching staff play an essential role in maintaining the integrity, productivity of our institution. To uphold the standards of professionalism, respect, and collaboration, all non-teaching staff are expected to adhere to the following code of conduct:

1. Professionalism

- (a) Demonstrate professionalism in all interactions with students, faculty, and fellow staff members
- (b) Uphold the values and mission of the university in daily activities and tasks
- (c) Dress appropriately and maintain personal hygiene standards while on duty.

2. Manifesting respect in interactions

- (a) Treat all individuals with dignity, respect, and courtesy, regardless of their position, background, or status.
- (b) Refrain from engaging in discriminatory behavior, harassment, or bullying of any kind.
- (c) Listen actively and communicate respectfully in all interactions.

3. Punctuality in assigned tasks

- (a) Adhere to designated work hours and schedules.
- (b) Notify supervisors promptly in case of unavoidable absences or delays
- (c) Ensure timely completion of assigned tasks and responsibilities.
- (d) Take regular back-up of data and information to prevent data loss due to unseen circumstances

4. Maintaining confidentiality, accountability and integrity

- (a) Maintain the confidentiality of sensitive information related to students, faculty, and university operations.

- (b) Refrain from sharing confidential data, documents, or discussions with unauthorized individuals.
- (c) Perform duties with honesty, integrity, and diligence.
- (d) Report any instances of misconduct, safety hazards, or policy violations to the appropriate authorities.
- (e) Take responsibility for one's actions and strive for continuous improvement.
- (f) Should not ask for monetary benefit for the support services offered to faculty or students or other staffs

5. Observing safety and hygiene requirements

- (a) Adhere to safety protocols and guidelines to ensure a safe working environment for oneself and others
- (b) Maintain cleanliness and hygiene standards in assigned areas, including offices, classrooms, restrooms, and common spaces.

6. Compliance with Policies and Regulations:

- (a) Familiarize oneself with and adhere to all university policies, rules, and regulations.
- (b) Seek clarification from supervisors or administrators in case of any ambiguity or uncertainty regarding policies.

7. Professional Development:

- (a) Pursue opportunities for skill development, training, and learning to enhance job performance and effectiveness.
- (b) Stay updated on relevant procedures, technologies, and best practices in one's field of work.

8. Teamwork and Collaboration:

- (a) Foster a spirit of teamwork, cooperation, and collaboration with colleagues and other university stakeholders.
- (b) Support fellow staff members and contribute positively to the overall work environment.

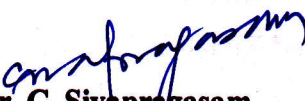
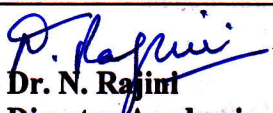
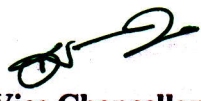
9. Feedback and Improvement:

- (a) Welcome constructive feedback from supervisors and colleagues as an opportunity for growth and improvement.

- (b) Provide feedback, suggestions, or concerns through appropriate channels to contribute to the enhancement of university operations.

Violation of Code of Conduct:

Any violation of this code of conduct may result in disciplinary action, including but not limited to verbal warnings, written reprimands, suspension, or termination of employment, as per university policies and procedures.

Prepared by	 Dr. C. Sivapragasam Director IQAC
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