



SAFA | COLLEGE OF ARTS AND SCIENCE

Affiliated to University of Calicut | ISO 9001-2015 Certified | Recognised by UGC 2(f)



CODE OF CONDUCT FOR NON-TEACHING STAFF



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Non-teaching staff are essential for the college's overall performance and seamless functioning. Even though they might not be actively involved in teaching in the class room, their contributions to the institution's support, operations and administration are vital. They help to foster a supportive and cooperative atmosphere that ultimately endorses the college's overall vision and mission.

Non-teaching staff should:

- Behave as a reliable intermediary in professional relationships by carrying out duties in the most competent way possible.
- Work in collaboration with the Administrative Officer under the direction of the Principal and be punctual.
- Adhere strictly to the rules and regulations of the college and shall be fully conversant with all aspects of the policies and procedures.
- Strive to maintain the academic atmosphere of the college and fulfil the responsibilities assigned, by meeting the required standards.
- Not sub-delegate the duties entrusted without the prior permission of the Administrative Officer.
- Keep confidentiality of the office files and documents under their possession.
- Demonstrate courtesy and mutual respect with all stakeholders.
- Promptly communicate with students about university updates, scholarships, exam fees, TC, vehicle dues, etc.
- Utilise communication and computing resources and services exclusively for approved purposes.
- Be available even beyond the working hours, if needed, for proper conduct of institutional activities without any reward.
- Be rightly attired and wear the uniform and ID card, approved by the authority, inside the college premises.
- Ensure discipline and oversee the usage of computer for academic purposes in Resource Centre and Computer Lab.



- Ensure proper maintenance of the machinery, equipment and facilities in Recreation Zone and She Corner.
- Ensure the careful maintenance of the plants, particularly in Herbal Garden, Vidyavanam, Bamboo Zone and Butterfly Garden in the Green Campus Initiatives.
- Perform their tasks in accordance with directives from the authorities to which they are attached.