

SRI RAMAKRISHNA DENTAL COLLEGE & HOSPITAL
S.N.R. COLLEGE ROAD, COIMBATORE

Code of Conduct for Non Teaching Staff

- Every staff employed in the college/hospital shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
- Staff must maintain an impeccable standard of integrity in all their professional relationships.
- Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them
- Staff should not use their position in the college for private advantage or gain.
- Staff should avoid words and deeds that might bring the college into disrepute or might undermine colleagues in the perception of others (staff/students/parents/community).

Non Teaching Staff Responsibilities towards Faculty and Students

- The technical and administrative staff are expected to work closely with the faculty of the college/hospital in day to day activities,
- The staff must respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
- Extend co-operation to his/her colleagues in activities relating to administrative matters.

Non Teaching Staff Responsibilities towards colleagues Non Teaching Staff

Should treat their colleagues in the same manner as they themselves wish to be treated;

- Speak respectfully of other colleagues and render assistance for betterment of the college/hospital
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

Non Teaching Staff Responsibilities towards Authorities

- No Staff employed in the college/hospital shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week from a Registered Medical Practitioner inside the campus.
- No staff employed in the college/hospital shall engage himself/herself in any political activity.
- No staff employed in the college/hospital shall engage himself/herself or participate in any activity which tends to create disharmony in the college/hospital.