

Visveswarapura college of Arts and Commerce.KR road, Bangalore

Code of Conduct Document (For Non-Teaching Staff)

- **Members of the Non-Teaching staff of the college are expected to be decently dressed and maintain strict punctuality as per the orders of the Management.**
- **They are expected to talk politely with the students and observe the students for any untoward activity**
- **They must provide necessary assistance during the examination, sports, cultural activity, NSS activities and special occasions as directed by the principal and the committee heads from time to time.**
- **The Non-teaching staff must go to offices of the collegiate education, University, and the Management as and when directed by the principal and must limit their visit to the duty assigned to them. They must come back to the college soon after the completion of their duty.**
- **The Non- teaching staff members must actively participate in all staff activities irrespective of their cadre of appointment.**
- **The members of the Non-teaching staff must, like the teaching staff must be watchful to protect the property of the college and report to the head of the institution if any student, visitor or anyone is found to be causing damage to the property of the college.**
- **The members of the Non-Teaching, must understand that their service is as much required for the college and the students as the teaching and other services. Your service could be a great help for the students aand the college in achieving their goal.**