

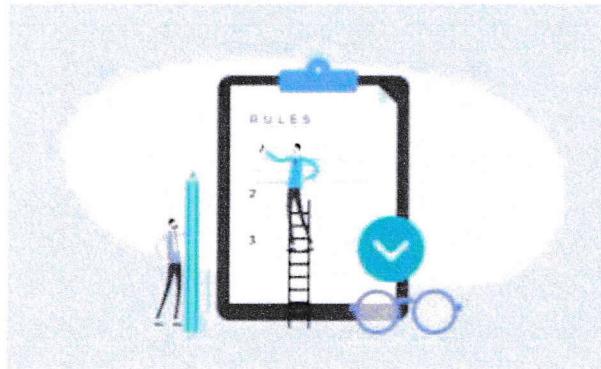


# NOBLE WOMEN'S COLLEGE, MANJERI

Affiliated to University of Calicut & Recognized by Govt. of Kerala

ISO 9001:2015 Certified Institution & Included in the 2(f) list of UGC

Vettekode, Pullancheri P.O, Manjeri- 676122 | 0483 2766364



## CODE OF CONDUCT FOR NON-TEACHING STAFF



Dr. U SAIDALVI  
PRINCIPAL

NOBLE WOMEN'S COLLEGE, MANJERI  
PULLANCHERI P.O., PIN: 676 122



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**MANJERI**

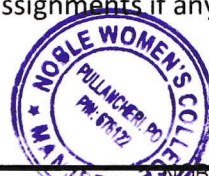
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An ISO 9001:2015 Certified Institution | Included in the 2(f) List of UGC  
Noble Campus, Vettekote, Pullancheri P.O, Manjeri, 676122, Malappuram Dist., Kerala  
Tel/Fax : 0483 2766364 | Cell: 8943 147 989

Email: mail@naasmanjeri.org | Web: www.noblewomenscollege.edu.in

## CODE OF CONDUCT FOR NON TEACHING STAFF

- ◆ Non-Teaching staff working in the College office or departments should remain on duty during College hours (8.30 AM to 4:30 PM). They should report for duty at least 30 minutes in advance.
- ◆ No staff employed in the college shall absent himself/herself from duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of college authorities shall be produced within a week.
- ◆ Non-Teaching staff should wear the Uniform provided by the Management.
- ◆ Non-Teaching staff must always wear their identity badge during working hours.
- ◆ Non-Teaching Staff assigned to Labs and libraries should keep clean.
- ◆ Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
- ◆ Non-Teaching Staff, working in the Library, shall maintain a stock register for all the articles, equipment and books etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
- ◆ For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
- ◆ Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
- ◆ Non-Teaching staff shall not leave the College premises before 5 p.m. without permission
- ◆ In case they need to go for any personal needs they should get the permission of principal and also should enter the details of movement in the Movement Register.
- ◆ Leave should be reported the day before and important assignments if any should be reported to the principal.



  
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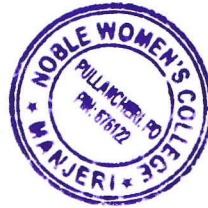
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- ◆ In case if the leave extends to more than 2 days, the work she should be assigned to someone in the office who is capable to do.
- ◆ Non-teaching staff should be loyal to the college by being punctual and reliable in all duties.
- ◆ Integrity by being honest in words and actions.
- ◆ Create and maintain polite relationships with Parents, Students and staff members.
- ◆ Communicate regarding scholarships, examination fees, TC /CC, Vehicle dues, hostel fee, mess fees. etc. in time.
- ◆ Fulfill the responsibilities by meeting the required standards for every assigned task.
- ◆ Practice mutual respect, trust and confidentiality. Must respect and maintain the hierarchy in the Administration.
- ◆ Should adhere strictly to the official resumption/ closing time and must dress decently & appropriately.
- ◆ Must not use unauthorized persons to perform official duties.



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