

BISHOP MOORE COLLEGE, MAVELIKARA

CODE OF CONDUCT FOR ADMINISTRATIVE/ NON TEACHING STAFFS

All members of the non-teaching staff should behave in a manner that befits the dignity of the institution. They must

- 1) Uphold the integrity of the institution by maintaining exemplary standards in all their official duties.**
- 2) Observe stringent standards in terms of punctuality and reliability.**
- 3) Preserve ideals of honesty, dedication and transparency in the discharge of duties**
- 4) Remain courteous and considerate in their dealing with the institution's diverse stakeholders.**
- 5) Accord timely help to students who require their assistance**
- 6) Extend a helping hand to members of the teaching staff to facilitate the smooth functioning of the institution.**
- 7) Co-operate with other members of the staff to maintain a harmonious working environment.**
- 8) Maintain strict confidentiality in handling official, financial and other relevant documents that require sensitive supervision**
- 9) Adhere to the hierarchical equations within the institution and remain committed to the ideals set by the Management.**
- 10) Obtain the Principal's permission before initiating any official action that require the sanction of a higher authority.**
- 11) Record and monitor all official transactions and maintain office copies of all relevant documents.**
- 12) Refrain from accepting any gifts, monetary aid or material support from the stakeholders without the sanction of the Principal and the Management.**
- 13) Behave with utmost impartiality and should not indulge in any discriminatory action on the basis of religion, politics or gender**

14) Avoid seeking the help of unauthorised personnel in the discharge of their official duties.

15) Endorse the high standards of the institution through their professional dressing and competent attitude.

Principal