



# *Hindusthan College of Engineering and Technology*

(An Autonomous Institution Affiliated to Anna University, Chennai  
Approved by AICTE, New Delhi & Accredited by NAAC with 'A' Grade)  
Valley Campus, Pollachi Highways, Coimbatore, Tamilnadu.

## **CODE OF CONDUCT FOR NON-TEACHING STAFF**

1. Non-Teaching staff should remain on duty in the college from 8.30 am to 5 pm. They shall not leave the college premises without permission before 5 pm.
2. Every non-teaching staff employed shall discharge his/her duties meticulously and efficiently and shall conform to the rules and regulations of the college.
3. Non-teaching staff shall respect and maintain the hierarchy in the Administration and carry out their duties as instructed by the authorities to whom they are attached.
4. Non-Teaching staff must always wear their identity cards during working hours.
5. Non-Teaching Staff shall maintain honesty, integrity and equality in all activities.
6. Non-Teaching Staff shall exercise self-discipline and deal positively with staff, students, parents and public.
7. Non-Teaching Staff assigned to laboratories should be responsible for the cleanliness and maintenance of the labs.
8. The staff has to carry out any work assigned with regard to examinations conducted by the college or University as directed by the Principal.
9. The staff should take prior approval if he/she wants to avail leave. In case of sickness, a medical certificate should be produced.

10. Non-Teaching Staff shall avoid personal calls and social networking sites such as Facebook, Whatsapp, etc during the working hours.
11. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.

