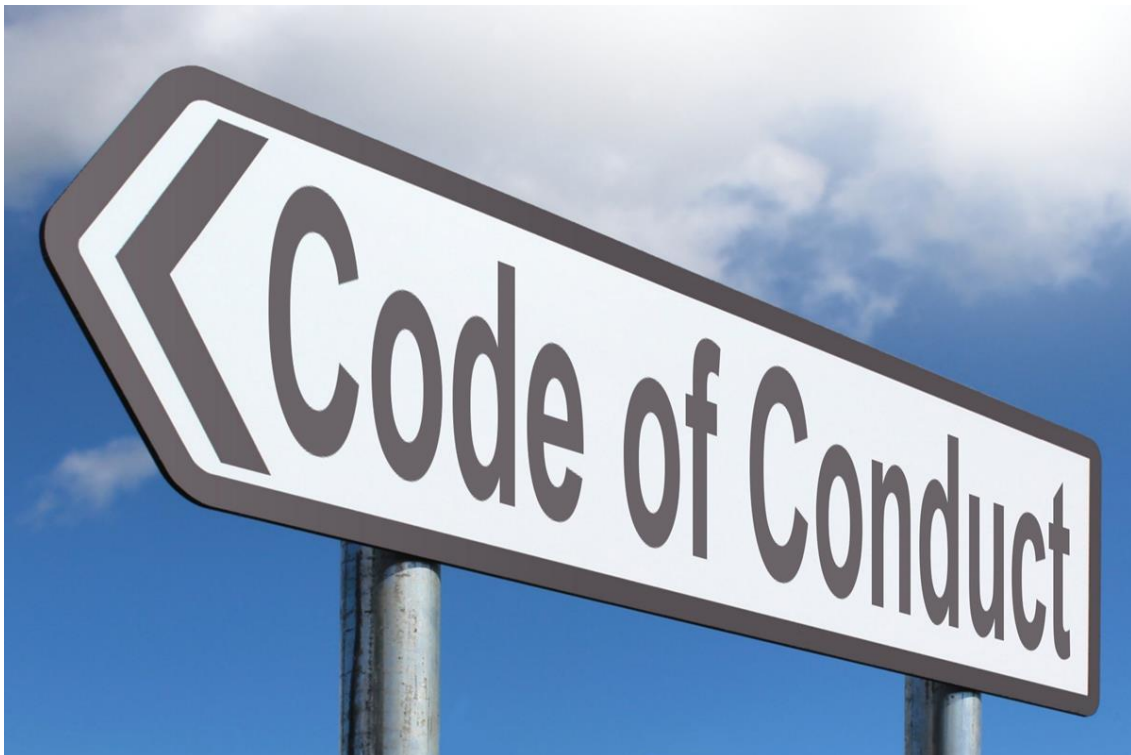




**DE PAUL INSTITUTE OF SCIENCE &  
TECHNOLOGY (DiST),  
ANGAMALY**

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



## **1.0 Introduction**

De Paul Institute of Science & Technology, Angamaly is committed to ensure a congenial environment for all stake holders in the college. The non-teaching staff is considered as an important part of the college who have to play a vital role in making the student life in the campus a memorable one. Hence, a code of conduct for the non-teaching staff is prepared and all cadres of the non-teaching staff are supposed to follow them in letter and spirit.

## **1.1 Dealing with Students**

- All members of the non-teaching staff should treat all students justly and impartially irrespective of religion, community, caste, creed, sex, economic and social status.
- As far as possible, there should be regular contribution for the personal development of students while looking after their interests and welfare.
- Confidential information on the students should only be shared with authorised parties, government agencies, or where it is in the interest of law.
- All non-teaching staff members should respect and maintain an affectionate and friendly attitude towards students and should help them out in their difficulties.
- It is against college policy to engage in any corrupt practices with students by bestowing any special favours.
- From the perspective of the college, parents and guardians are significant stakeholders. Therefore, in interacting with them, non-teaching staff members must be kind and compassionate.
- The staff should always treat students with respect and uphold the ideals of integrity, honesty, and fairness.

## **1.2 Dealing with Faculty Members**

The non-teaching staff should abide by particular norms of conduct in their interactions with the faculty and technical staff as they must work closely with them on a daily basis.

- They should regard faculty members with respect and offer all support necessary for them to carry out their duties.

- As the success of the institution depends on the team work, the non-teaching staff should develop a friendly and cooperative relationship with the faculty members.
- They should understand the role of supporting staff and that of the faculty members to develop a proper relationship.
- One should not transgress his/her defined role in the discharge of assigned duties and responsibilities.
- Non-teaching staff should provide full support and cooperation for the proper functioning of the laboratory.

### **1.3 Dealing with Colleagues**

Technical and administrative employees should foster healthy interpersonal relationships among themselves and with their co-workers.

- In interactions with others, he or she should act in a way that is consistent with how they would like to be treated.
- He/she should extend co-operation to his/her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
- Spreading rumours or wrong news about colleagues will strain the work environment. Hence, everyone should deist from the same.
- The employees of DiST is not expected to disclose any information about co-workers to anybody or any organisation without that person's consent.

### **1.4 Dealing with the Management**

If the staff members are to perform to their full ability, they must have a positive relationship with the management. As a result, they should grow a sense of "we" with the institute and respect for the management. Some specific behaviours need be followed in order to establish this mentality.

- Utilize the correct channels for all duties-related actions.
- Avoid the urge to discuss professional or other matters relevant to the college with people outside the campus.
- Avoid taking on any obligations or tasks that would conflict with college culture or the institution's overall interests.

- Co-operate whole-heartedly with the authorities of the college to achieve the vision, mission and goals of the college by performing duties with commitment and dedication.
- Avoid criticising college administrators through unpleasant conversations, anonymous letters to the press, and other methods that could damage the college's reputation.
- Show utmost honesty, integrity and fairness in all the matters related to the college.
- The staff members are cautioned against involving in any kind of unethical practices under any circumstances.

### **1.5 Dealing with the Society**

Any activity undertaken by a member of the college is likely to affect the college and the society at large. Hence, the members of the non-teaching staff are advised to abide by the following norms when dealing with the society.

- Do adhere to the guidelines established by the college in all activities.
- As responsible citizens, join in and take part in the various community events.
- College requires cooperation in the different programmes organized by the college. The members of the college have to solicit the cooperation of the public for the same.
- Do everything you can to contribute to the public's intellectual, ethical, spiritual, and cultural well-being.

### **1.6 Using the Resources of the College**

The resources of the college including communication systems, data processing and networking services, computers and peripherals, stationery, reprographic facilities, vehicles and other equipment, time and effort of staff, students and management, infrastructural resources, library, etc. must be used only for the purposes of the College. These should not be used for personal gains or for purposes which are against the interests and culture of the college.