



PRIYADARSHINI DENTAL COLLEGE & HOSPITAL
CODE OF CONDUCT POLICY FOR NON –TEACHING FACULTY

VERSION: 03

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Prepared by

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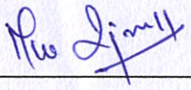
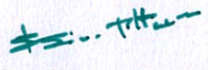
Principal,

**Priyadarshini Dental College and
Hospital.**

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RULES OF CONDUCT FOR NON-TEACHING STAFF MEMBERS.

1. Non-teaching staff members should report to duty on their working time.
2. Biometric attendance and signing in attendance register on arrival and departure are compulsory.
3. ID cards must be worn by all staffs.
4. The non-teaching staff members expected to be courteous and well behaved with all faculties, parents and students.
5. Staff members should see to that parents or visitors are not made to wait unnecessarily for long time and purpose of their visit is fulfilled.
6. They should follow proper dress code inside the college campus.
7. Non-teaching staffs are expected to follow highest level of professional, personal and business ethics within the college.
8. Cleanliness of college and hostel campus should be maintained at all times. Littering inside the campus is strictly prohibited and if so it should be immediately cleared.
9. Working under the influence of alcohol or any sale, use of alcohol or illegal drugs inside the college or hostel campus are strictly prohibited.
10. Personal usage of college equipment, material, vehicle should be avoided.
11. Any unlawful harassment or discrimination against students or other staff members is strictly prohibited and also is punishable.
12. Fighting, talking in loud voice, threatening, or causing harm to others, in the work place is totally discouraged.
13. Smoking inside the campus is strictly not allowed.

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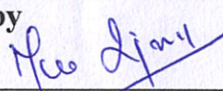
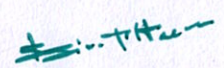
14. Staffs are expected to get prior permission from their respective higher authorities and proper leave form to be submitted before taking leave.
15. Physical absence from college premises during the working hours without a valid permission is not allowed.
16. Unauthorised disclosure of confidential information about other staff students is not entertained.
17. Safety and health rules should not be violated

DRESS CODE FOR MALE STAFF

Formal full trousers with collared shirts, black or brown shoes and socks. The attenders peons and all other class IV staffs should be in their designated uniforms. Hair must be neatly cut and combed and face neatly shaven.

DRESS CODE FOR FEMALE STAFF

Formal wear like saree with sleeved blouse, Salwar Kameez, Churidar, leggings with long Kurtis or non-slit tops and formal foot wear. Staff nurses, attenders, aayammas should be dressed neatly in their uniforms. Hair must be neatly combed and tied up.

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