



## **Non-Teaching Staff and their responsibilities**

Code of Conduct for non-teaching staff is mainly governed by the RDB College of Arts and Science, Affiliated to Bharathidasan University, Ordinances, and Service Rules.

- Every employee shall at all times maintain absolute integrity, devotion to duty, and do nothing unbecoming of an employee of the College. They should be punctual and disciplined towards their work.
- Every employee shall maintain the appropriate levels of confidentiality concerning student and staff records and other sensitive matters.
- Every employee must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in the behavior towards his/her colleagues, teaching staff, and students.
- Every employee shall refrain from verbal, non-verbal, and/or physical misconduct of a sexual nature in his/her interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.
- Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission.
- For all the staff members, without prejudice to the generality of the term 'misconduct', the following acts of omission shall be treated as misconduct;
  - Taking or giving bribes or any illegal gratification.
  - Furnishing false information .
  - Willful insubordination or disobedience of any lawful and reasonable order of superior.
  - Damage to any property of the College .
  - Interference or tampering with any safety devices installed in the premises of College .
  - Drunkenness or riotous or disorderly or indecent behavior in the premises of the College .



- Gambling within the premises of the establishment .
- Smoking within the campus .
- Commission of any act which amounts to a criminal offence involving moral turpitude.
- Commission of any act subversive of discipline or good behavior.

**Note: The above instances of misconduct are illustrative in nature and are not exhaustive.**

- An employee publishing a book or participating in public media shall at all times make it clear that the views expressed by him are his own and not that of the College.



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