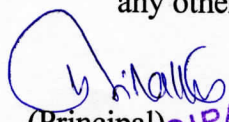


## CODE OF CONDUCT FOR NON-TEACHING STAFF

Every non-teaching staff of the institution shall at all times:

- i. Maintain absolute integrity.
- ii. Maintain devotion to duty.
- iii. Maintain high ethical standards and honesty.
- iv. Promote the principles of merit, fairness and impartiality in the discharge of duties.
- v. Be punctual and disciplined towards their work.
- vi. Maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- vii. Ensure a cordial relationship with the teaching faculty, students, other administrative staff, parents and official guests for the smooth running of the Institution.
- viii. Extend their full-fledged support for their colleagues and other faculty of the institution in all the activities related to the academic and administrative matters.
- ix. Refrain from being absent from the duties without the prior permission of the authorities.
- x. Refrain from being involved either directly or indirectly in any form of business /external assignments during their service.
- xi. Ensure not to cause any damage to the properties of the Institution and shall maintain the morality of the individual both inside and outside the campus.
- xii. Maintain the image of the institute through standards of dress, general courtesy, etc.
- xiii. Refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.
- xiv. Violation of the code of conduct by the non-teaching staff are subject to disciplinary action, show cause notice, memo, suspension, termination, etc. or any other action as deemed fit by the competent authority.

  
(Principal)  
PRINCIPAL  
BIITM, BHUBANESWAR