

Code of Conduct for Staff

The following aspects are essential to foster a positive and effective work culture within a university, enhancing overall institutional integrity and support for academic success.

The code of conduct and duties of non-teaching staff at a deemed university:

- i. **Professionalism:** Non-teaching staff should demonstrate a high level of professionalism, punctuality, and dedication to their assigned duties, acting as role models for students and colleagues.
- ii. **Confidentiality:** They must respect and maintain the confidentiality of university data, student records, and other sensitive information, sharing it only when authorized.
- iii. **Support for Academic Processes:** Non-teaching staff should efficiently support academic processes, including admissions, examination coordination, record-keeping, and other administrative tasks critical to smooth university operations.
- iv. **Ethical Conduct:** All actions should reflect integrity, honesty, and fairness. Staff should avoid any form of corruption, favouritism, or actions that may harm the university's reputation.
- v. **Respectful Behavior:** Staff are expected to treat students, faculty, and fellow staff members with respect and avoid discriminatory, harassing, or offensive language and behavior.
- vi. **Responsibility towards University Assets:** Proper use, maintenance, and protection of university property and resources are essential duties, ensuring their availability and functioning for all.
- vii. **Commitment to Continuous Improvement:** Non-teaching staff should participate in professional development, skill enhancement, and training programs offered by the university to improve their competencies.
- viii. **Compliance with University Policies:** Staff should adhere to university policies, procedures, and instructions from superiors, contributing to a structured and efficient work environment.

- ix. **Positive Work Environment:** They should actively contribute to maintaining a harmonious work environment, encouraging teamwork, open communication, and constructive conflict resolution.
- x. **Commitment to Safety and Welfare:** Non-teaching staff should be vigilant about campus safety, report hazards, and ensure compliance with health and safety protocols, prioritizing the welfare of students and colleagues.