



SANTOSH

Deemed to be University

(Established u/s 3 of the UGC Act, 1956)

CODE OF CONDUCT

FOR

NON-TEACHING STAFF



SANTOSH DEEMED TO BE UNIVERSITY GHAZIABAD, NCR DELHI

CODE OF CONDUCT FOR NON TEACHING STAFF

3. INTRODUCTION

This Code of Conduct is intended as a guide and a help to all non-teaching staff of Santosh Deemed to be University. The underlying purpose is to ensure that the University provides a high quality service to its pupils and stakeholders in accordance with the Mission Statement and to promote public confidence in the integrity and reputations of the Institutions. It has been drafted to comply with the Institutional Policies and Procedures.

4. CODE OF CONDUCT

- Loyalty to the University by being punctual and reliable in all duties.
- Integrity by being honest in words and actions.
- Creating and maintaining strong relationships with:
 - Proper interactions with students
 - Maintaining professional boundaries with students and staff members.
- Dignity in treating students with care and kindness.
- Being supportive and cooperative with other staff members.
- Responsibility by meeting the required standards for every assigned task.
- Respect by mutual respect, trust and confidentiality.
- Justice by being committed to the wellbeing of individuals, the wider community and the common good of all people.
- Shall respect and maintain the hierarchy in the Administration.
- Shall adhere strictly to the official resumption / closing time and must dress decently and appropriately.
- Shall not use unauthorized persons to perform official duties.
- Shall not indulge in alliance / affiliate with any political, religious traditions on Campus.
- Outfits: Maintain Confidentiality & respect rights of Patients.