



Dayananda Sagar Institutions

## Code of Conduct

### For Non-Teaching Staff

1. Always be punctual. Your timing directly affects the academic functioning of the Organization.
2. Be diligent with your work. It is critical to smooth academic delivery in the college.
3. Treat Teachers with due respect, and support them with your quality work.
4. Be properly dressed while on campus. Wear proper uniform, if applicable.
5. Interact with students gently, but firmly, without being intrusive.
6. Keeping the infrastructure and the campus in good state of maintenance is essential to the Institution's progress, both academic and reputational.
7. Be gender-sensitive and maintain vigilance on the campus. Report any violation to the Admin Head immediately.
8. Keep the safety and security of students and faculty high on your priority list. Don't allow unauthorized persons into the campus.
9. Staff with access to sensitive official and personal data should safeguard it diligently.
10. Drinking alcohol, chewing tobacco, eating Gutka, narcotics use and smoking are strictly prohibited on campus.

