



Christ Church College, Kanpur

CODE OF CONDUCT FOR NON-TEACHING STAFF

The Code of Conduct serves as a guideline for non-teaching staff members to maintain professionalism, integrity, and ethical behavior while carrying out their duties at Christ Church College, Kanpur. Adherence to these principles fosters a positive work environment and contributes to the overall well-being of the institution.

1. Every staff member employed in the college shall discharge their duties efficiently, diligently, and under the rules and regulations of the college.
2. Staff members are required to participate in tasks related to examinations conducted by the University or College.
3. Staff members must obtain prior permission for any absences from their duties. In case of valid reasons, they should adhere to the institute's policies regarding attendance and leave.
4. Staff members are expected to establish and maintain positive relationships with students and faculty through appropriate interaction, cooperation, and maintaining professional boundaries.
5. Staff members should treat students with care, and kindness, and always respect their dignity.
6. It is the responsibility of every staff member to meet the required standards for every assigned task and duty.
7. Staff members must abide by the requirements of maintaining confidentiality related to important work and information of the Institution.
8. Staff members are responsible for the care and protection of the equipment and property of the Institution assigned to them.
9. No staff member shall engage directly or indirectly in any trade or business without prior permission from the college authorities.
10. Before accepting any honorary work that does not interfere with regular duties, staff members must obtain written permission from the Principal.
11. Staff members involved in any legal proceeding shall inform the Principal about the same.
12. Staff members shall not associate with any political party or organization involved in politics or subscribe to any political movement.
13. Staff members shall not engage or participate in any activity that is anti-secular or tends to create disharmony in society.

Emiel

