

# AKSHAYA CHARITABLE TRUST

Bagavathipalayam Road, Kinathukadavu, Coimbatore - 642 109

Tel : +91 4259 242570-74 Fax : +91 4259 242570 Web: www.acetcbe.edu.in E-mail: info@acetcbe.edu.in

Ref. :

Date :

12.11.2011

## Code of Conduct for Teaching and Non-Teaching Staff

1. Every staff shall at all times be courteous towards the management personnel, parents, colleagues, students, visitors, superiors and co-workers.
2. No employee shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or institution/college management or members of the staff.
3. During the duty, Staff Members shall always be neatly dressed, in clean, ironed clothes and shall wear identity card and shall keep their personal and work-places tidy and clean and at all times maintain cleanliness of the institution.
4. All Employees shall take proper care of machines, tools, materials, equipment, furniture and all other property of the institution, movable and immovable. Misuse or careless use of the material and facilities provided by the institution will be taken seriously and may lead to appropriate punishment.
5. Staff members shall promptly report of an accident or hazard noticed by them on the premises of the institution and shall promptly do the needful to minimize the damage forthwith and to apply for Insurance.
6. Employees are not permitted to accept gifts in cash or kind from visitors, parents of the students, businessmen or any other party connected with the activities of the institution. They are also restricted to make a borrowing or lending money to a person on interest in any manner on the premises of the institution.
7. No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the institution. They should not interfere with the work of other employees, disturb or cause annoyance to them or misbehave with them at work.
8. No employee shall bring alcohol or intoxicant drugs to the premises or report to work in an unfit condition because of previous indulgence in or under the influence of intoxicants or drugs.
9. No employee shall knowingly or willfully neglect his duties, moral or otherwise discriminate against a student or any other employee on grounds of caste, creed, language, religion, place of origin, social and cultural background or any of them.

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10. No employee shall indulge in or encourage, any form of malpractice connected with examination or any other social activities; be negligent in or late in correcting class work or home work done by students, inflict corporal punishment on a student.
11. No female employee shall be sexually harassed at the workplace.
12. Employees should report at least five minutes in advance for the class work or any other work assigned to them by the authorities.

**Note:** The above said code of conduct applicable to all teaching and Non-teaching staff members serving at Akshaya College of Engineering and Technology, Coimbatore.

For AKSHAYA CHARITABLE TRUST



CHAIRMAN

Chairman

For AKSHAYA CHARITABLE TRUST



MANAGING TRUSTEE

Managing Trustee