

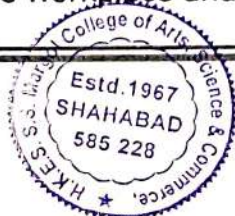
ಹೈದರಾಬಾದ್ ಕರ್ನಾಟಕ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ
ಎಸ್. ಎಸ್. ಮರಗೋಲೆ ಕಲಾ, ವಿಜ್ಞಾನ
ಮತ್ತು ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ
ಶಹಾಬಾದ್ - 585 228 - ಜಿ. ಕಲಬುರಗಿ
(ಗುಲಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಲಗ್ನತೆ ಪಡೆದ)
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Hyderabad Karnataka Education Society's
**S. S. Margol College of Arts,
Science & Commerce**
SHAHABAD - 585 228 - Dist. Kalaburagi
(Affiliated to Gulbarga University, Kalaburagi)
NAAC ACCREDITED - B GRADE COLLEGE

The Professional Ethics and Code of Conduct for Non-Teaching Staff

- 1) All non-teaching employees of the college shall perform their jobs effectively and diligently in accordance with the performance standards and administrative guidelines established from time to time by the university, college or management.
- 2) Keep their professional knowledge and skills up to date so that they can carry out the tasks that have been given to them.
- 3) Each day, the duty participant must arrive on time.
- 4) Help in carrying out tasks related to the administrative duties of the college and the university, such as helping to evaluate admissions applications, advising and counseling students, and helping to conduct university and college tests, including all kinds of examination works.
- 5) Respect the student's right to privacy and dignity when offering them advice or other forms of assistance.
- 6) Participate in the institution's policy-making process by accepting various offices and carrying out the duties that may be required of you in those offices.
- 7) Personally support the institutional policies that have been adopted by higher-ups inside the organization.
- 8) Work with the government to improve the institutions while keeping in mind the profession's dignity and the interests of the public.
- 9) Should abide by the institution's professional ethics and code of conduct.
- 10) Every employee should use their skills and knowledge to advance the college's administrative operations as a whole.
- 11) Every employee should act honorably, deliver quality work, and be dedicated to the college's best interests.
- 12) All college staff members should work together to uphold order and respect in the workplace and on college property.



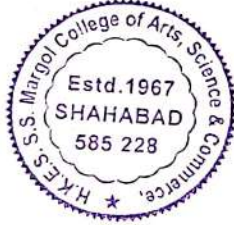
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- 13) Should continue to have good relationships with all of the college's coworkers, faculty, and students.
- 14) Every employee has a unique identity as a member of the college/institution in society; as a result, no employee should act in a way that transgresses moral or decency standards in his or her conduct or behavior inside or outside of the college campus. Everyone is responsible for upholding the college's reputation, discipline, and culture in public spaces and throughout society.
- 15) No employee shall engage in any organized anti-institutional action and shall not encourage any groupthink or unwholesome behavior.
- 16) Prevent clashes between their work and personal interests.
- 17) No member of the non-teaching staff is allowed to act in a way that is unbecoming of their profession or to denigrate, harass, or insult another individual for any reason.



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