



MIC ARTS AND SCIENCE COLLEGE

ATHANIKKAL, VALLUVAMBRAM P.O,
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✉ www.miccollege.in www.micascollege.in

Affiliated to University of Calicut,

Recognized by Govt. of Kerala

Recognized by UGC under Section 2(f)

An ISO 9001:2015 ISO Certified Institution

CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Duty Hours and Attendance

- Non-teaching staff working in the College office or departments must remain on duty during College hours (9:30 AM to 4:30 PM).
- Staff should report for duty at least 30 minutes in advance.
- No staff member shall absent themselves from duties without prior permission. In case of illness or absence on medical grounds, a satisfactory medical certificate must be produced within a week.

2. Workplace Maintenance

- Staff assigned to labs and libraries should maintain cleanliness in their respective areas.
- Any loss or damage to articles in labs or classrooms must be reported to the Head of the Department (HOD) in writing immediately.

3. Library Protocol

- Staff working in the library must maintain a stock register for all articles, equipment, and books.
- The stock register should be submitted to the HOD and the Principal at the end of each semester for review and signature.
- A separate register must be kept for articles damaged by students. Any money collected from students for damages should be handed over to the College Accounts Staff for deposit in the College account.

4. Responsibilities and Assignments

- **Non-teaching staff must carry out their duties as instructed by the authorities to whom they report.**
- **Staff must not leave the College premises before 5:00 PM without permission. If they need to leave for personal reasons, they must obtain the Principal's permission and record the details in the Movement Register.**
- **Leave should be reported a day in advance. For extended leave beyond two days, responsibilities should be delegated to a capable colleague with approval from the Principal.**

5. Professional Conduct

- **Staff must be loyal, punctual, and reliable in all their duties.**
- **Maintain integrity by being honest in words and actions.**
- **Create and maintain polite relationships with parents, students, and staff members.**
- **Ensure timely communication of matters such as scholarships, examination fees, Transfer Certificates (TC), Conduct Certificates (CC), vehicle dues, hostel fees, and mess fees.**
- **Fulfill responsibilities by meeting required standards for assigned tasks.**

6. Respect and Confidentiality

- **Practice mutual respect, trust, and confidentiality in all interactions.**
- **Respect and maintain the administrative hierarchy.**

7. Adherence to College Policies

- **Staff must strictly adhere to official resumption and closing times.**
- **Refrain from using unauthorized persons to perform official duties.**

