



BYLAWS FOR NON-TEACHING STAFF

POLICIES AND REGULATIONS

Introduction

Navajyothi College at Cherupuzha in Kannur district, is an academic initiative of the CST Fathers of the Little Flower Congregation who began their ministry there in the 1990s. From the beginning, the students of Navajyothi were guided and motivated to excel both in academics and co-curricular activities. The non-teaching staff is meant for supporting this effort to excel in the administration of the college. Therefore, a code of conduct is set for the non-teaching staff. Ethical codes are meant to assist the members in comprehending right and wrong and ensuing decisions and actions. To regulate and streamline the academic profession is the core objective of the norms.

NON-TEACHING STAFF

The Non-teaching personnel is those staff that is required to cater to the needs of the students as well as to complement teachers' professional roles and responsibilities. The roles dawned by non-teaching personnel range in various forms depending on individuals' roles and students' specific needs. A professionally effective relationship between teaching and non-teaching personnel are essential to meet the diverse needs in the best interest of the students' community. For today's students, our approach should be moulded professionally. If we fail in satisfying the students' needs, the message carried by them may deteriorate the standard of the College.

Code of Professional Ethics for Non-Teaching Staff

Professional Values:

- Every staff employed in the College shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
- Staff must maintain an impeccable standard of integrity in all their professional relationships.
- Staff should display the highest possible standards of professional behaviour that are required in an educational establishment.
- Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them
- Staff should not use their position in the College for private advantage or gain.
- Staff should avoid words and deeds that might bring the College into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community).

Non-Teaching Staff Responsibilities towards Faculties and Students

- Staff must at all times observe the College Equal Opportunities Policies for staff and pupils and treat pupils, parents and other stakeholders in accordance with those policies
- As the technical and administrative staffs are expected to work closely with the faculty of the College in day to day activities,
- The staff must Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
- Develop a friendly and co-operative relationship with the faculty members Provide full cooperation and support to the faculty members for the development of College.
- A member of the technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit.

- Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
- Refrain from passing information about colleagues to any individual or agency without his/her express permission.

Non-Teaching Staff Responsibilities towards colleagues

Non-Teaching Staff Should

- Treat their colleagues in the same manner as they themselves wish to be treated;
- Speak respectfully of other colleagues and render assistance for the betterment of the College;
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

Non - Teaching Staff Responsibilities towards Authorities

- No Staff employed in a College shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical grounds, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
- No Staff employed in a College shall engage directly or indirectly in any trade or business.
- Any staff employed in a college when involved in criminal proceedings shall inform the College.
- No staff employed in a College shall engage himself/herself or participate in any activity which tends to create disharmony in the college.

CONCLUSION

All the office staff and other non teaching staff are required to follow these instructions.

Principal



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