

CODE OF CONDUCT FOR NON-TEACHING STAFF

1. The staff will apply himself/herself honestly, diligently and efficiently under the orders and instructions of the Governing Body/ Principal under whom he/she shall be placed as teacher/employee in the school and he/she shall discharge all duties pertaining to that office and /or which are necessary to be done in his/her capacity as aforesaid and will make himself in all respects, generally as useful as may be required of him and shall always act in paramount interest of the institution.
2. The staff will conform to all the rules and regulations in force in the school and shall carry out all such orders and directions as he/she shall, from time to time, receive from the Governing Body/ Principal or any of the authorised members of the staff.
3. The staff will not indulge in any violence or sexual misconduct during or after the school hours.
4. The staff will report to the Principal or the School Safety Committee members of any violent behavior or any other irregular behavior of any other staff or students or Non-teaching staff present in the school.
5. The staff will follow his/her duty of rounds before and after the school opening.
6. The staff will be responsible for teaching students about good/bad touching.
7. The staff shall not apply or appear for interview etc. for any job outside the school without the prior written permission of the authorised officer of the school. If he/she has already applied before joining this school, it will be his/her duty to inform the Principal at the time of appointment and seek his written permission, if he/she is required to appear for interview later on.
8. The staff shall devote his/her whole time to duties assigned and shall not on his/her own account or otherwise directly or indirectly carry on or be concerned in any trade or business whatsoever which is likely to interfere with the due and efficient discharge of his school duties under this agreement or to be otherwise prejudicial to the interest of the school.
9. The staff will not on any pretence absent himself from duties without first having obtained the permission of the Principal or in the case of sickness or accident, without forwarding a medical certificate to the satisfaction of the Principal.
10. The committee and the staff agree that any dispute arising out of or relating to this contract including any disciplinary action leading to the dismissal or removal from service or reduction in rank etc. shall be referred for arbitration of any person to be nominated by the Chairman of Society running the School and if the arbitrator fails or neglects to act or becomes incapacitated, the Chairman of the society shall nominate any other person to fill the vacancy of arbitrator.