



CODE OF ETHICS (Non-Teaching)

HANDBOOK FOR NON TEACHING FACULTY

**ST FRANCIS DE SALES COLLEGE
ELECTRONICS CITY
BANGALORE - 100**

CODE OF ETHICS FOR NON TEACHING FACULTY

GENERAL NORMS

- ❖ The office functions directly under the guidance, direction and supervision of the Principal and everyone is directly accountable to the Principal.
- ❖ No information is passed on to any person/employee/department/office without the prior approval of the Principal.
- ❖ The office deals with only the academic matters pertaining to the College and the university
- ❖ Admission scrutiny with the proper certificate verification to secure university approval.
- ❖ FRRO - correspondence related to foreign students is to be looked into appropriately.
- ❖ Renewal of affiliation – Preparation for LIC visit, College governing council meeting etc.

- ❖ Organizing Examinations; theory- internal and external, practical/viva/project etc. on scheduled time.
- ❖ Compliance with the Board of Examination (BOE) – Scrutiny of the question papers for the internal examination.
- ❖ Compliance of any statistical information about the College on behalf of the Principal on his approval to be furnished to any concerned person or institution.
- ❖ Accessing university grants to the College, scholarships related to students like SC, ST etc.
- ❖ Systematic maintenance of all academic records except that of co-curricular activities in an organized manner with due labels attached and bifurcated according to each section to effect transparency and easy access to concerned authorities is to be maintained.
- ❖ Developing a mechanism to address issues related to the academics of the students with the university like any correction in the marks card, certificate convocation etc. and keeps a chronological record of the same too.

- ❖ Time management- Ensuring the ringing of the bell at the scheduled time.
- ❖ Reaching university circulars and information to the Principal at the earliest of its announcement.
- ❖ These and any other university related matters to be addressed to as the case may be
- ❖ Takes care of the issuance of the ID cards, uniforms and such others.
- ❖ Infrastructure, utilities and class management stationary on a daily basis.
- ❖ Maintenance of internal safety and security of the institution.
- ❖ Takes care of the electronic gadgets and equipment for curriculum and others
- ❖ Issuance of any ordinary certificates such as salary statement, education loan correspondence etc.

❖ **FINANCE RELATED TRANSACTIONS**

Preparation of DFC

Collection of any fee from students

Salary statement

Submission of PF, PT, ESI etc.

Maintain scholarship register of the students

ATTENDANCE DESK

Will update the attendance of the students on a daily, hourly and subject basis

Will maintain the register of attendance, acquaintance etc. of every staff.

HRM

Takes care of the appointment, appraisal enhancement, maintenance of service registers and maintains different formalities with a view to maintain internal quality assurance.

Coordinates the admission promotion to the College.

Attending any queries from the public on any College, student related matters.

Support the teaching faculty in the organization of co-curricular activity in the College

Timely assistance to the Principal on any matters urgency and importance.

Roles and Responsibility of the Ministerial Staff

The normal working hours (unless otherwise specified) of a ministerial staff at St. Francis de Sales College is from 7:30 am to 4 pm.

The timings can be re-scheduled based on the need in the College, especially for specific works during events and other major activities of the College

The ministerial staff (cleaning & Gardening) functions directly under the direction, guidance and supervision of the Principal.

All the ministerial staff will function under a leader appointed from among those working by the Principal from time to time.

In times of any special events in the College the duty timings also change as per the requirement.

General Note on Holidays – Ministerial Staff

Any official holiday need not necessarily be a holiday for a ministerial staff taking into consideration the daily maintenance of cleanliness of the institution.

To this effect due arrangements could be done in consultation with the Principal.

