



SREE VIVEKANANDA TEACHER EDUCATION CENTRE

AKKIKKAVU, THRISSUR DIST., KERALA – 680519

(Affiliated to Calicut University & Recognized by NCTE)

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(Under the Management of Sree Vivekananda Educational and Charitable Trust)

CODE OF CONDUCT FOR TEACHING, NON-TEACHING AND ADMINISTRATIVE STAFF

- ❖ College commences at 9:30 a.m.
- ❖ The biometric punching and register will be used to keep track of the attendance of staff.
- ❖ Staff are required to adhere to the specified schedule punctually.
- ❖ The staff must maintain a high level of honesty, willingness and professional ethics.
- ❖ The staff should imbibe the skill of tactful communication. They should follow the maxims of cooperation and politeness in their verbal and non-verbal communication.
- ❖ The staff will make themselves helpful by actively participating in all college activities and will work honestly, effectively, and diligently under the Principal's or delegated authority.
- ❖ The staff should cooperate and collaborate with colleagues and external agencies, necessary to support the development of the college.
- ❖ Staff should act in a professional and congenial manner towards colleagues, irrespective of their related position, gender or status within the institutional hierarchy.