



## **CODE OF CONDUCT FOR SUPPORT STAFF WARDEN**

- Wear respectable attire, befitting the society's expectations.
- Keep up immaculate personal hygiene at all times.
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other Ornament one wears.
- Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.
- Avoid using harsh and slang languages in the premises.
- Correspondence with the various departments and corporate office is to be made between 10.00am and 11.00am.
- Shall perform such other duties as directed by the Management and Principal from time to time.
- Maintain and update the Registers & Files maintained in the hostel
- Ensure food safety and quality
- Conduct meetings with students regularly and Solve the problems of the students
- Scrutinize thoroughly the request letters from the students, the phone calls, permission letters / SMS / Fax / mail from Parents or Guardians and the approval from the class coordinator, HoDs and Principal and permit the students for leaving the hostel.
- The Wardens will take the full responsibility for permitting the students for leaving the hostels.
- They will also see that the Parents / Guardians who visit the hostels are received and treated properly.
- In the event of any untoward incident, it has to be recorded in the occurrence register and reported to higher authorities at regular intervals. Serious matters are to be reported immediately.



## OFFICE STAFFS

- Always Be punctual
- Wear respectable attire, befitting the society's expectations.
- Keep up immaculate personal hygiene at all times.
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other Ornament one wears.
- Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.
- Avoid using harsh and slang languages in the premises.
- Shall perform such other duties as directed by the Management, Principal and other higher officials from time to time.