

### Code of Conduct for Non-Teaching/Administrative Staff

1. Code of Conduct for non-teaching staff is mainly governed by the SRM University Statutes, Ordinances.
2. All Staff members should display the highest possible standards of professional behavior.
3. They should be punctual and disciplined towards their work.
4. Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
5. All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behavior towards their colleagues, teaching staff and students.
6. All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other department staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.
7. Respect the right and dignity of the student for assisting them any kind of help/guidance etc.
8. Speak respectfully and behave with politeness with every employee of the university. (The principal, teachers, students, visitors, parents etc.)
9. Staff should maintain the positive relationship with all colleagues & teaching staff and the students of the college.

Manish Bhatia

## SRM UNIVERSITY DELHI-NCR, SONEPAT

Established under Haryana Private Universities Act 2006 as amended by Act no.8 of 2013 and recognized by UGC u/s 2(f) of UGC Act, 1956

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