



Nallamuthu Gounder Mahalingam College

(An Autonomous Institution, Affiliated to Bharathiar University)

90, Palghat Road, Pollachi - 642001, Coimbatore, Tamil Nadu, India.

95th Rank in NIRF - 2023 among Colleges in India.



Code of Conduct for Non-Teaching Staffs/Administrators



Estd : 1957

Phone : 04259 - 234868, 234870
Mobile : 99429 06687

NALLAMUTHU GOUNDER MAHALINGAM COLLEGE

(AUTONOMOUS AND AFFILIATED TO BHARATHIAR UNIVERSITY)

Re-Accredited by NAAC

An ISO 9001 : 2015 Certified Institution

Aided by the Government of Tamilnadu

POLLACHI - 642 001.

Fax : 04259 - 234869



E-Mail : ngm@ngmc.org

DATE :

Code of Conduct for Non-teaching Staff/Administrators

Non-Teaching staff should:

- Remain on duty in the college from 8.30 am to 5 pm. They shall not leave the college premises without permission before 5 pm.
- Shall discharge his/her duties meticulously and efficiently and shall conform to the rules and regulations of the college.
- Respect and maintain the hierarchy in the Administration and carry out their duties as instructed by the authorities to whom they are attached.
- Wear their identity cards during working hours.
- Maintain honesty, integrity and equality in all activities.
- Exercise self-discipline and deal positively with staff, students, parents and public.
- Be responsible for the cleanliness and maintenance of the labs.
- Carry out any work assigned with regard to examinations conducted by the college or University as directed by the Principal.
- Take prior approval if he/she wants to avail leave. In case of sickness, a medical certificate should be produced.
- Avoid personal calls and social networking sites such as Facebook, Whatsapp, etc during the working hours.




PRINCIPAL
N.G.M. COLLEGE, POLLACHI