

CODE OF CONDUCT FOR STAFF

1. Sign in the attendance register at 8:40 AM on everyday unless and otherwise he/she is on leave.
2. Be available in the lab during working hours.
3. Ensure that the equipment and lab is clean and in good condition
4. Report about any non functioning equipment to the HOD in time through lab in-charge.
5. Switch-off fans and lights and lock the doors while moving out of lab, even for a short period.
6. Close the windows and lock the doors in the evening while leaving the campus for the day.
7. Be available in the lab when extra lab classes are conducted during holidays.
8. Be thorough with all the experiments conducted in the lab.
9. Maintain the maintenance execution register regularly and submit to HOD twice in a month.
10. Be the stock in-charge in the respective lab.
11. Assist the Lab in-charge teaching staff during stock verification at the end of academic year.
12. Assist faculty in-charge in the preparation of consumable items required in the respective lab before the commencement of academic year/semester.
13. Perform routine maintenance of equipment/machinery.
14. Any other work given by HOD from time to time.

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15. Observe the dress code. In case of male, attend the college only with formal dress with tuck- in and shoes. In case of female, attend the college with formal dress i.e. saree.
16. Wear ID card as long as you stay in the college campus.
17. Not to carry Mobile Phones to the class room / exam hall for anyreason.
18. Follow the guidelines / instructions given by the principal from time to time.
19. Seek the permission (Max One Hour and Three Permissions in a month) when everhe/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal



PRINCIPAL
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