Rules for the Non-teaching Staff

1. Be punctual / in time.
2. Please wear your ID Cards in the College without fail.
3. Do not leave the College during working hours except with the permission of the Principal.
4. A permission book will be available in the Principals room.
5. Please do not take more than half an hour Lunch Break.
6. Leave letters must be submitted on time.
7. Please sit in your seats and do not entertain outsiders.
8. The College Stamp / Principals Stamp should be used either with the permission of the Superintendent or the Principal.
9. All the Non-teaching staff should be available during College hours i.e. 10 a.m. to 4.30 p.m.
10. If any of the Non-teaching staff are found to be disobedient they will be suspended for one week.
11. Ayahs must attend to do their duties regularly and come in time.
12. It is observed that some of the Non-teaching staff are not adhering to rules and leaving the College early. Please do not do so.
13. No Non-teaching staff should leave the College without signing in the register, which will be available in the Principals room.
14. Sri R.S.R.C.Murthy , the Superintendent of the Office will be in-charge of all the work which is to be allotted.
15. Any kind of disrespectful talk, disobedience, and ill-mannered behaviour will be viewed seriously.
16. You should accept all the work allotted to you. Any kind of disobedience will be brought to the notice of the Chairman and the Correspondent.
17. No concession will be given to those who have to come at 8.30 a.m.
18. Please inform the Office before proceeding on leave.
19. Permission must be obtained from the Principal in case you want to leave early.
20. Please sit in the seat allotted to you and do not disturb others.
21. If necessary you may be asked to either come early or stay back in the evenings.
22. Please be polite with the Parents / Outsiders.
23. Do not indulge in financial dealings with Parents.
24. Do not use Cell Phones during College hours in the Office.
25. Do not wander / loiter I the corridors of College.
26. It is observed that moneylenders are coming to the College. Please stop such activities immediately. Failing which it will be viewed seriously.

[illegible] visitors are not allowed to sit in the Office with Clerks.