



# KMCT COLLEGE OF NURSING

Recognized by Indian Nursing Council & Kerala Nurses and  
Midwives Council & affiliated to Kerala University of Health Sciences

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that the information in the attached documents is verified by me  
and it is true to the best of my knowledge .

*Alahen!*





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### **CODE OF CONDUCT FOR NON-TEACHING STAFF**

Support staff should follow and observe the following to be a person of professional conduct:

- Should understand and work according to the policies of the institution and should sincerely and diligently carry out the duties delegated to them.
- Unless at most emergencies leave of absence should be intimated to the supervising authorities and the institution well in advance.
- Should not work in any other capacity in other places during working hours and also should not be a part of a reason or part of any small business activity within the institution
- Should not be a part of political, anti-secular activities and such other conduct which will hamper the institutional policies
- Should treat the peers, supervisors, other officers, management and students with at most respect and should not engage in activities hurting the sentiments of the group or an individual
- Should be punctual in their work to fulfill the need of their presence and smooth functioning of the day
- Should handle the equipments carefully for the longevity and proper functioning of the same
- Should not indulge in abuse of drugs, tobacco, pan chewing or alcohol.
- Should not divulge any official matters of importance (which they have proximity by virtue of their position) to anybody
- Should not falsify any original document which they may have access
- Should have honesty and integrity in executing the duties
- Should not develop emotional relationship with students or their parents/guardians
- Should respect the decision of the management and any conflict should be settled amicably
- Mutual trust and goodwill created among all the group of employees will generate a harmonious environment in the campus and no individual should be a hindrance by way of their activities in action, word or thought.