



# KMCT

## COLLEGE OF ALLIED HEALTH SCIENCES

Affiliated to Kerala University of Health Sciences and approved by Govt. of Kerala

### CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

KMCT College of Allied Health Sciences has formulated code of conduct that offers protocols on conductive behaviour for all administrative staff. On a daily basis the administrative staffs are instructed to follow and here the same, for the smooth progress of the institution.

### RULES

1. Strictly maintain the working timings and discipline in the institution.
2. Extend the utmost time and resources to ensure the welfare of the institution.
3. Consider and treat every employee with equal dignity and respect.
4. Maintain the highest level of professionalism and a dignified appearance appropriate for the institute.
5. Ensuring the health and safety of all staff members and students.
6. Act with poise and decorum at all times and to uphold high standards of behaviour.
7. Refrain from engaging in disruptive behaviours like loud talking, gossip, or any others that tend to cause social unrest.
8. Conscientiously do their normal tasks and to heed any written or oral instructions or directions that may occasionally be issued to them.
9. Egregious misconduct is accounted as purposeful disobedience of a superior's commands and/or insubordination.
10. In addition to the primary routine work assigned to the particular post they hold, employees are expected to accept any task, typically falling under the category of employment assigned to them by the Management, Principal, the Head of the Department's, or Superiors.
11. Any unusual event or emergency that takes place within the Institution must be immediately reported to the Management or the appropriate superior.
12. Each employee is responsible for maintaining the Institution's supplies, tools, and equipment.



*[Handwritten signature]*  
Principal



KMCT College of Allied Health Sciences  
O. Manassery, Mukkam  
Kozhikode, Pin - 673602  
INNOVATION AND  
ENTREPRENEURSHIP  
DEVELOPMENT CENTRE



# KMCT

## COLLEGE OF ALLIED HEALTH SCIENCES

Affiliated to Kerala University of Health Sciences and approved by Govt. of Kerala

13. Personal Protective Safety Equipment (PPE) must be worn by the employees who are expected to adorn the same when on the job without fail.
14. Employees should adhere to set working hours and only request time off when necessary.
15. Women employees must be treated with professionalism, modesty, respect, and dignity.
16. Employees are responsible for making sure the institution's infrastructure is secure and that internet usage is appropriate.
17. To encourage a suitable mix of individuals from varied social, professional, educational, and racial backgrounds in order to foster a collaborative work atmosphere.
18. Every employee has a responsibility to safeguard and maintain the complete confidentiality of any information they come into contact with while carrying out their duties.
19. Extend active role in training programs.
20. Shall comply strictly to all university policies, rules, laws, guidelines, and regulations as well as any instructions from the government.
21. Shall update and bring to the knowledge of the authorities all the timely notifications as received from the affiliated regulatory body.



  
Principal

Principal  
KMCT College of Allied Health Sciences  
P.O. Manassery, Mukkam  
Kozhikode, Pin - 673602

