

SRI SATHGURU SANGEETHA VIDYALAYAM, MADURAI

CODE OF CONDUCT FOR NON- TEACHING STAFF

TERMS AND CONDITIONS OF APPOINTMENT

1. That the college committee shall employ the Non-teaching staff from the date of his / her taking charge of such appointment until such employment is determined as hereinafter provided.
2. That the Employee shall be on probation for a period of not less than one year from the date of taking charge of his / her appointment. The college committee may, for reasons to be recorded in writing, extend the period of probation to a further period not exceeding one year.
3. The Employee should have surrendered his/her original certificates.
4. That the Employee shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal or college committee of the said college.
5. The Employee shall not engage in any outside work over and above his/her legitimate work in the Vidyalayam, on duty days, on holidays and when he/she is on leave, except with the permission of the Principal and the Secretary.
6. The Employee shall not apply for any other job outside while in service without the prior written permission from the secretary.
7. That the employee shall during the tenure of employment devote his attention To the duties of his employment and shall not on his own account or otherwise either Directly or indirectly carry on or to be concerned in any trade, business or canvassing Work, of a remunerative nature without the specific sanction of the college committee In writing in that behalf.
8. The appointment is subject to the approval of Joint Director of Collegiate Education, Madurai Region, Madurai.