

SINGARENI COLLIERIES WOMEN'S DEGREE & PG COLLEGE



(Private Aided)
Bhadradri Kothagudem – 507101
Re-Accredited with NAAC 'A' Grade
ISO 9001:2015

CODE OF CONDUCT FOR UNSKILLED EMPLOYEES

- Unskilled employees should give importance to cleanliness of the institution.
- Unskilled employees should behave politely and compassionately with students, teachers, parents and other staff.
- Unskilled employees should develop co-operative and friendly relationship with faculty members.
- Unskilled employees should not involve in unethical practices.
- Unskilled employees should not remain absent from duties without prior permission.
- Unskilled employees should not engage directly or indirectly in any trade or business.