



# SRI KANYAKA PARAMESWARI ARTS & SCIENCE COLLEGE FOR WOMEN

(Managed by SKPD & Charities)  
“Linguistic (Telugu) Minority Institution  
Conferred by the Government of Tamil Nadu”  
Affiliated to University of Madras



## CODE OF CONDUCT



No.1, Audiappa Street, Chennai - 600 001, Tamilnadu.

Phone No: 044-25394279, 044-25383279

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# **CODE OF CONDUCT FOR STUDENTS**

# **STANDING ORDER**

(Sixth Amendment on 01-06-2022)

## **Object :**

The College authorities have, as their goals, high standards of academic efficiency and discipline.

## **College Council :**

The college council shall be the competent authority to amend any or all the provisions of the constitution if warranted by the circumstances and also shall have the power to frame rules or by-laws subject to the provision of the rules and regulations of the college. The Management, Principal and the H.O.D.s of the College are the competent authority. The opinion of the college council on matter of discipline is final. On all other aspects it is a recommendatory body.

1. Regular attendance for classes, laboratory work and tests (Internal Assessment and Internal Assessment pre semester) is a mandatory for students.
2. Students should wear mask and keep social distance as declared by the Government in the pandemic Covid-19 situation.
3. Students should come to college 10 minutes before the college time to avoid late.
4. College Timings & Rules for Late coming students

### **Shift – I : 8.20 a.m to 1.10 p.m**

- i) 8.20 a.m – 9.20 a.m - Penalty amount of Rs.20/- & lose of half day attendance
- ii) 9.20 a.m onwards - Penalty amount of Rs.20/- & lose of one day attendance.

### **Shift – II : 1.20 p.m to 5.35 p.m**

- iii) 1.20 p.m – 2.00 p.m - Penalty amount of Rs.20/- & lose of half day attendance
- iv) 2.00 p.m onwards - Penalty amount of Rs.20/- & lose of one day attendance.

The collection of penalty amount and imposition is only for disciplinary action. Late coming student is not entitled to claim attendance just because she has paid the penalty. The college timing is mentioned in the Prospectus and Calendar. If there is any change in college timings, it will be intimated to the parents through SMS. If students are coming late for more than 3 times per month, severe disciplinary action can be taken against them by the college council.

5. Once entered the college campus, unreasonably, the student will not be permitted to go out during college hours.
6. Internal marks for University Examination shall be considered with the following activity of the students. i.e. a) Late coming, b) Attendance, c) Completion of assignments given by the respective Faculties/Asst. Profs., d) Presenting Seminar, e) Attending Internal Assessment and Internal Assessment pre semester f) Attendance in E.P. Class g) Giving respect to faculties and other staff, h) Dress Code.
7. University Rules and Regulations:-

\* Attendance : As per the University of Madras 75% of attendance is required for the student to attend the university exam, failing which the student has to abide by the following procedure.

\* Procedures:

Percentage of attendance	Condition of Student	Procedure to be followed
65% to 74%	Eligible to write the exam on payment of condonation fee.*	An amount of Rs.250 each for theory and practical shall be paid as condonation. A medical certificate must be provided if any.
50% to 64%	Not eligible to attend university exam, but can proceed to the next year/next semester. Permitted to take university exam along with current semester as arrears.	An amount of Rs.250 each for theory and practical shall be paid as condonation.  The candidate can appear in the forth coming semester and it will be

		considered as arrears.
Less than 50%	Semester to be repeated/rejoining** by the candidate	Communication from university must be obtained by the candidate to rejoin/redo the semester.

\*Conceived/Delivery students during the course period should process a minimum 55% of attendance for appearing the exams. The candidate must submit marriage proof/medical certificate to the University of Madras.

\*\* Students who want to repeat the semester/rejoin the semester must enquire the concern department regarding the availability of vacancy.

8. Regular - Attendance will be taken for every period. A student who is absent for one period will loose half a day's attendance. After first period student has to pay penalty as well as loose a day's attendance.
9. Identity card must be worn before entering the college and should be worn by the student till she leaves the college. If found without identity card penalty of Rs.100/- will be levied. If Identity card is lost, the student should pay a penalty of Rs.100/- to get a duplicate ID.
10. If student fails to attend E.P classes, Internal Assessments and Pre semester Internal Assessment, shall pay penalty as follows.

E.P Class	-	Rs.20/- per day
Internal Assessment I & II	-	Rs.100/- per subject
Pre semester exam	-	Rs.200/- per subject

Payment of penalty is not a right of the student to claim attendance and also not a right to claim internal marks for university examination.

11. English as medium of Communication is mandatory language. Students should communicate only in English with everyone, i.e. Principal, Teaching faculties, administrative staff and other fellow students inside the college premises.
12. Students should wear clean, Decent and modest dresses and have well groomed hair. T-Shirts/ Short Kurtha/Sleeveless dresses are not allowed. If any student violates the dress code, the college authority have the right to restrict the entry of the student inside the college campus.
13. Use of Mobile phones, I-pods, I-pad, Walkman or any other instrument or materials restricted by the college authority time to time is strictly prohibited in the college campus. If any student violating the above, the college authority have a right to seize such instruments and the same will be returned with a fine amount of Rs.500/-.
14. The College is not responsible for any personal belongings of the students.
15. Ragging, taking drugs, playing cards, entertaining outsiders and indulging in antisocial activities are serious offences and punishable. If any student aggrieved by ragging, they can represent immediately to the Anti Ragging Committee.
16. Indifference in studies and conduct will result in suspension/dismissal with forfeiture of fees.
17. Loitering, shouting, whistling and causing other nuisance in the premises of college are strictly prohibited. Violating the above will result in suspension/ dismissal with forfeiture of fees.
18. Organising main mass, absence from classes, holding of agitation and demonstration and integrating violence inside or outside the campus are considered as a breach of discipline.

19. Violating the discipline, the student shall be punishable with one or more of the following with the approval of the management.
  - i) Cancellation of attendance
  - ii) Not allowed to attend university exam
  - iii) Detention
  - iv) Suspension
  - v) Remarked character in T.C.
20. No student shall in any manner prevent any other student or students from attending her/their class(es) or doing her/their lawful duty.
21. Students should not leave the college premises during the working hours without authorized permission. Violating the above, disciplinary action will be taken against them.
22. Only Vegetarian food is allowed inside the college campus. Student should not bring Non-Vegetarian food including egg in the campus to maintain the sacred and serene/divine atmosphere of the college. Violating the above, the college authority have right to restrict the entry of such student inside the college campus. If any student repeatedly violates the above, strict disciplinary action will be taken such as suspension or Remarked character in T.C or Dismissal.
23. If any student is causing damage to the college property, the cost of damage with additional cost whatever applicable for same will be collected and also disciplinary action can be taken against them.
24. It is mandatory & it is also the fundamental duty of the student to keep the college campus (Class Rooms, Rest Rooms, Corridor, Ground, Auditorium, Smart Room, Labs, etc.,) clean & pollution free
25. During the class hours, students should not access canteen.
26. Sports girls after coaching in the morning should attend classes from second hour ie 9.20 a.m.

## **FEES REGULATION :**

27. Prescribed fees should be paid in two installments within due date which will be informed by the college.

## **WITHDRAWALS:-**

28. In the event of student discontinuing of the course due to any reason, the student has to :

- a) Write a requisition letter for the same duly countersigned by the Parents/ Guardian.
- b) Pay all the dues i.e. Entire Course Fees, Library books to the college to obtain the transfer certificate & other relevant documents.

## **DUTY OF PARENTS:**

29. a) It is Mandatory for the parents to attend (PTM) Parent Teacher meeting. No other relative (Siblings/Uncle/Aunty/any other member) will be entertained in place of parents.

**Note :** In case of married students, spouse is allowed to attend PTM.

b) Any relative (Sibling/Uncle/Aunty/any other member) of the student will not be permitted inside the college campus during the working hours for any kind of representation to any member of the institution.

c) If a student goes on leave for more than three days, she should submit leave letter with appropriate reason duly signed by Parent/Guardian. If leave is sought on grounds of sickness, a medical certificate is necessary. This procedure should be adopted during the college examinations.

d) Parents must co-operate with the college authorities in enforcing rules of academic conduct and discipline and must assure the authorities that they will accept responsibility for the behavior of their wards.

e) Failure to respond to our communications regarding attendance or non-payment of fees, will be deemed non-cooperation by parents result in disciplinary action taken against their ward by the Principal or Authorities.

**Note:** If any student recommended for Dismissal by the college council, T.C. will be issued after the payment of entire course fee.

**MANAGEMENT**

**PRINCIPAL**

## COLLEGE COUNCIL

NAME OF THE STAFF	DESIGNATION	SIGNATURE
Dr. T. Mohanashree	Principal & Head, Department of Telugu	
Dr. P.B. Vaneetha	Vice – Principal & Head, Department of Hindi	
Dr. M.V. Nappinnai	Vice-Principal Academics & Head, Department of Corporate Secretaryship	
Dr. K. Lakshmi	Head, Department of Tamil	
Ms. I.M. SheebaAlorcious	Head, Department of English	
Ms. V. Bhanu	Head, Department of Sociology	
Dr. B. Rani	Head, Department of Mathematics	
Dr. V. Meena	Head, Department of Interior Design & Décor	
Dr. A. SudhaRamkumar	Head, Department of Computer Science	
Ms. J. Gajavalli	Head, Department of Computer Application	
Ms.M.Latha	Head, Department of Psychology	
Dr. K. Vinodha	Head, Department of Commerce	
Dr. P. Barani Kumari	Head, Department of Commerce (Hons.)	
Ms. S. Gowthami	Head, Department of Management Studies	
<b>SHIFT - II</b>		
Ms. T. Prathibha Bharathy	Co-ordinator, Head, Department of Commerce	
Dr. S. Arul Selvam	Head, Department of Tamil	
Ms.M.Priyanka	Head, Department of Commerce (Accounting & Finance)	
Ms. BH. Padmavathi	Head, Department of Commerce (Bank Management)	
Ms. S. Jayalakshmi	Head, Department of English	
Ms.J.Malarvizhi	Head, Department of Mathematics	
<b>LIBRARY</b>		
Dr. K. Malathi	LIBRARIAN	
<b>PHYSICAL DIRECTRESS</b>		
Ms. B. Anitha	Physical Directress	
<b>ADMINISTRATIVE</b>		
Mr. D. Kumaravel	Manager	



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# **CODE OF PROFESSIONAL ETHICS FOR UNIVERSITY & COLLEGE TEACHERS**

**UNIVERSITY GRANTS COMMISSION**

**NEW DELHI**

**1989**

Report  
of  
The Task Force  
on  
Code of Professional Ethics  
for  
University & College Teachers

**Considered and as adopted by the Commission in its meeting  
held on 27th Dec. 1988**

**UNIVERSITY GRANTS COMMISSION  
NEW DELHI  
1989**

*Yash Pal*

CHAIRMAN

PHONE : 331-7143  
GRAMS : UNIGRANTS  
TELEX : 3165913

विश्वविद्यालय अनुदान आयोग

बहादुरशाह ज़फर मार्ग

नई दिल्ली-११० ००२

UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI - 110 002

D.O.No.F.1-4/87(P.S-CELL)

17th February, 1989

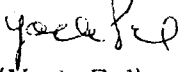
Dear Vice-Chancellor/Principal,

You will recall that on November 12, 1988 I had sent you a report of the Task Force on performance appraisal of college and university teachers. The other part of the Task Force was to prepare a Code of Ethics for University and College teachers.

The Task Force with participation of AIFUCTO (All India Federation of University and College Teachers Organisation) has also now prepared a code of Professional Ethics of University and College Teachers. The report of the Task Force has been adopted by the Commission in its meeting on 27th December, 1988 and the same is sent herewith for your perusal and action as you deem fit.

With regards,

Yours sincerely,

  
(Yash Pal)

List of Members of the Task Force on Code of Professional  
Ethics for University and College Teachers

1. Shri Kireet Joshi  
10, Talkatora Road  
New Delhi.
2. Prof. G. Padmanabhan  
Department of Bio-Chemistry  
Indian Institute of Science  
Bangalore.
3. Prof. V.G. Bhide  
Vice-chancellor  
Poona University  
Poona.
4. Dr. A. Gnanam  
Vice-Chancellor  
Madras University  
Madras-600005.
5. Shri Devendra Kumar  
Vice-Chancellor  
Gandhigram Rural Institute  
Gandhigram  
Madurai - 624302.
6. Prof. Irfan Habib  
Chairman  
Indian Council of Historical Research  
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7. Dr. Sudhir Roy  
President  
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Calcutta - 700 009.
9. Prof. P.S. Madan  
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Madurai - 625001.  
Tamil Nadu
12. Sister K.M. Braganza  
C/O Fr. Jopseph Mina  
St. Joseph's College  
Torpa  
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Pin 835227.  
Bihar.
13. Sh. J.D. Gupta  
Joint Secretary  
Ministry of Human Resource Development  
Department of Education  
New Delhi.
14. Prof. S.K. Khanna  
Secretary  
UGC.

## **Report of the Task Force**

### **CODE OF PROFESSIONAL ETHICS FOR UNIVERSITY AND COLLEGE TEACHERS**

#### **PREAMBLE**

##### **I. GOAL OF HIGHER EDUCATION IN OUR COUNTRY:**

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilisation, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace, and the principles enunciated in the Preamble to our constitution.

Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

Higher education should strive for academic excellence, and progress of arts and science. Education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavour on societal needs.

##### **II. TEACHERS AND THEIR RIGHTS:**

Teachers should enjoy full civic and political rights of our democratic country. Teachers have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

#### **THE CODE OF PROFESSIONAL ETHICS**

##### **I. TEACHERS AND THEIR RESPONSIBILITIES:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals

of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

**Teachers should :**

- (i) adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) seek to make professional growth continuous through study and research;
- (iv) express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
- (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the

conduct of university and college examinations, including supervision, invigilation and evaluation; and

- (viii) participate in extension, co-curricular and extra-curricular activities including community service.

## II. TEACHERS AND THE STUDENTS

### Teachers should

- (i) respect the right and dignity of the student in expressing his/her opinion;
- (ii) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) pay attention to only the attainment of the student in the assessment of merit;
- (viii) make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

- (ix) aid students to develop an understanding of our national heritage and national goals and
- (x) refrain from inciting students against other students, colleagues or administration.

### **III. TEACHERS AND COLLEAGUES**

#### **Teachers should**

- (i) treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) speak respectfully of other teachers and render assistance for professional betterment;
- (iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- (iv) refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### **IV. TEACHERS AND AUTHORITIES:**

#### **Teachers should**

- (i) discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

- (iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) should adhere to the conditions of contract;
- (vii) give and expect due notice before a change of position is made and
- (viii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

**v. TEACHERS AND NON-TEACHING STAFF:**

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

**VI. TEACHERS AND GUARDIANS**

**Teachers Should**

try to see through teachers' bodies and organisations that institutions maintain contact with the guardians of their

students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

## VII. TEACHERS AND SOCIETY

### Teachers Should

- (i) recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

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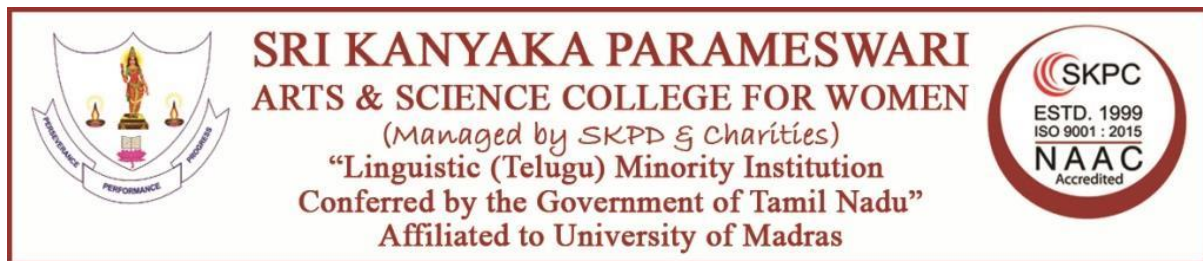
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# **ROLES AND RESPONSIBILITIES OF THE COLLEGE CORRESPONDENT**



## **ROLES AND RESPONSIBILITIES OF THE COLLEGE CORRESPONDENT**

- ❖ The Correspondent is appointed to the post by the Committee of Management of SKPD & Charities
- ❖ The Correspondent is the Honorary member of the SKPD & Charities
- ❖ The Correspondent is appointed for a tenure of 10 years
- ❖ The Correspondent is bridging the gulf between the Committee of Management & the College Principal
- ❖ The Correspondent is required to advise the College Principal in respect of any matters related to College Administration
- ❖ The Correspondent scrutinizes and approves the budget forwarded by the College Principal
- ❖ The Correspondent is the signing authority in the appointment order of all the staff (Teaching & Non-Teaching Staff)



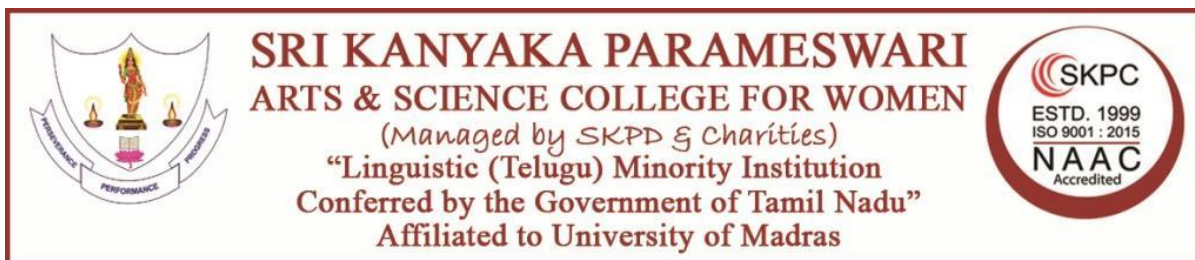
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# **ROLES AND RESPONSIBILITIES OF THE COLLEGE PRINCIPAL**



## **ROLE AND RESPONSIBILITY OF THE COLLEGE PRINCIPAL**

The role of the Principal is to provide leadership, direction and co-ordination with regard to Administrative and Academic Work of the college. The main focus of the Principal is to develop and maintain effective educational programme of the college. The Principal strives to create an environment which fosters student and teacher growth. In fulfilling this role the principal shall work under the supervision of college Correspondent and Committee of Management.

### **JOB FUNCTIONS AND RESPONSIBILITIES:-**

- Administer the functioning of the College.
- Establish the Annual Instructional Programme.
- Assign the Duties to the staff member and Supervise.
- Evaluate the Lesson Plans and observe the classes on regular basis.
- Encourage the use of variety of instructional strategies.
- Supervise effective discipline and attend to the system need whenever arises.
- Ensure safe and orderly environment that encourages students to take responsibility.
- Establish a professional rapport with students and staff.

- Collect data regarding the needs of students.
- Keep the staff informed and seek ideas for the improvement of the college.
- Assume responsibility for the welfare and safety of students and employees.
- Communicate regularly with parents and other stake holders and seek their support and advice.
- Communicate with the College Correspondent regularly about the needs and general functioning of the college.
- Examine all data related to students and staff in a timely manner.
- Responsible for the budget relating to College Functions.
- Motivate, Satisfy and inspire staff of the College to deliver their highest levels of performance and to provide a conducive environment in which they will develop.



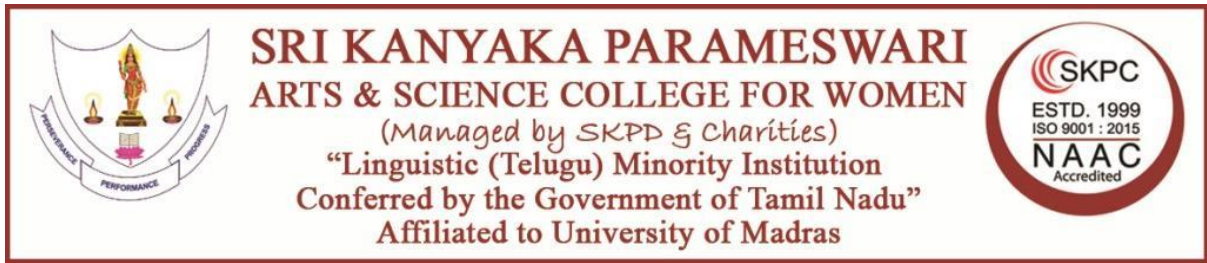
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# **ROLES AND RESPONSIBILITIES OF THE COLLEGE VICE - PRINCIPAL**



## **ROLE AND RESPONSIBILITY OF THE COLLEGE VICE - PRINCIPAL**

The Vice-Principal shall perform such duties as assigned by the Principal. In the absence of the Principal, Vice-Principal shall be in-charge of the college and shall perform the duties of the Principal.



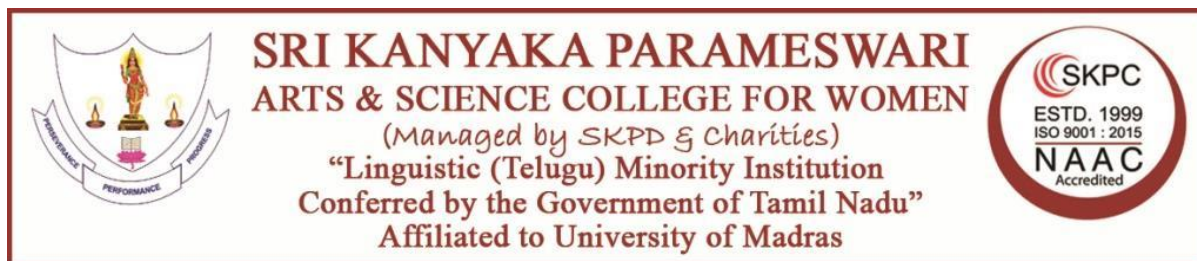
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# **ROLES AND RESPONSIBILITIES OF THE COLLEGE TEACHER**



## **ROLE AND RESPONSIBILITY OF THE COLLEGE TEACHER**

- ❖ Ensure teaching within the quality assurance framework of the College.
- ❖ Perform student admissions.
- ❖ Deliver a range of programs of teaching for students
- ❖ Supervise student projects and ensure field trips if necessary
- ❖ Develop the ability of students to engage in critical and rational thinking.
- ❖ Ensure teaching design and methods are in compliance with the educational standards and regulations of the department.
- ❖ Assess examinations
- ❖ Promote and develop team spirit and team coherence.



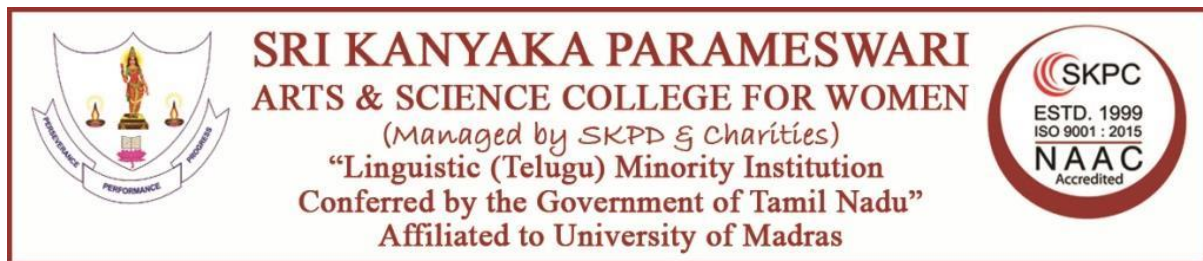
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# **ROLES AND RESPONSIBILITIES OF THE COLLEGE MANAGER**



## **ROLES AND RESPONSIBILITIES OF THE COLLEGE MANAGER**

### **WORK LOAD**

#### **Manager (Finance)**

1. All Receipts
2. All Payments
3. Bank Book / BRS /T.B
4. University Communication & General Correspondence
5. Scholarship
6. Examination

#### **Manager (Administration)**

1. Daily Attendance – Staff & Students
2. HR Work
3. Salary Preparation
4. All The Academic Reports Preparation
5. All The Maintenance Bills Verification
6. Collegiate Education Correspondence
7. Unit Test/Model Exam Consolidate Reports & Follow Up
8. Student – Bonafide Certificate



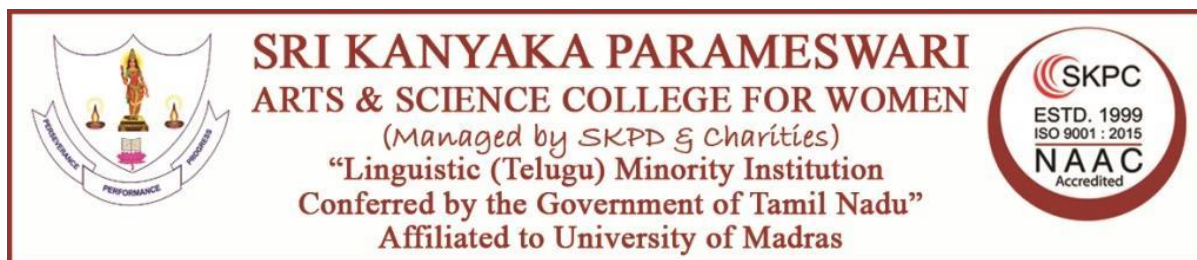
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# **ROLES AND RESPONSIBILITIES OF ADMINISTRATIVE EMPLOYEES**



## ROLES AND RESPONSIBILITIES OF ADMINISTRATIVE EMPLOYEES

Administrative employees play a key role in maintaining the institution's office setting. Several professionals are required to perform administrative duties. They include, Managers, Office assistants, Clerks, etc. The roles and responsibilities of administrative employees are:

- ❖ Answering and directing phone calls
- ❖ Managing electronic mails
- ❖ Creating and maintaining office records
- ❖ Handling book-keeping tasks and assist in budget preparation and fund management
- ❖ Managing the institution's supply needs
- ❖ Corresponding with other institutions for collaboration
- ❖ Providing customer service
- ❖ Maintenance of student records
- ❖ Issue of Transfer certificates and hall tickets, etc.
- ❖ Handle scholarships and bank loans
- ❖ Communicating with all the stakeholders of the institution
- ❖ Scheduling appointments and planning meetings
- ❖ Circulate the meeting minutes
- ❖ Maintaining social media accounts
- ❖ Maintaining schedules of employees
- ❖ Promoting various programmes offered by the institution



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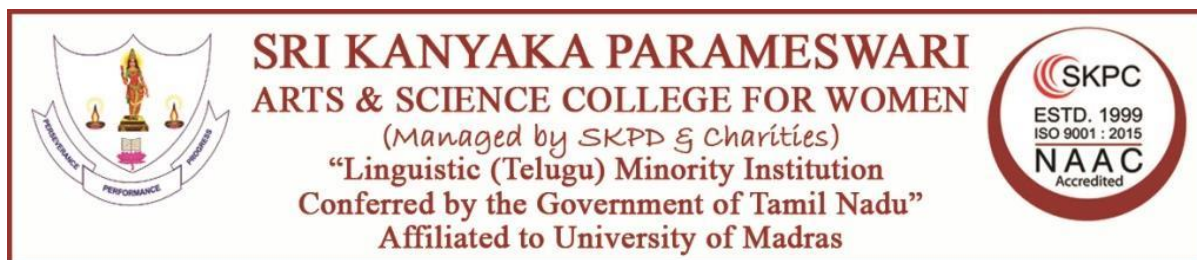
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# **ROLES AND RESPONSIBILITIES OF LAB TECHNICIAN**



## **ROLES AND RESPONSIBILITIES OF LAB TECHNICIAN**

The lab technicians are responsible for the maintenance and successful operations of laboratories. Their duties are:

- ❖ Arranging instruments for conducting experiments
- ❖ Installing computers, routers and other hardware and software
- ❖ Performing routine maintenance of computers
- ❖ Updating and repairing existing systems
- ❖ Troubleshooting problems quickly
- ❖ Maintaining stock register
- ❖ Ensures that internet security software is updated and running properly
- ❖ Test and implement new software as and when necessary.
- ❖ Maintain student discipline in computer labs
- ❖ Provide technical assistance whenever necessary
- ❖ Interact thoughtfully and courteously with students, staff and parents and resolve conflict in a professional manner



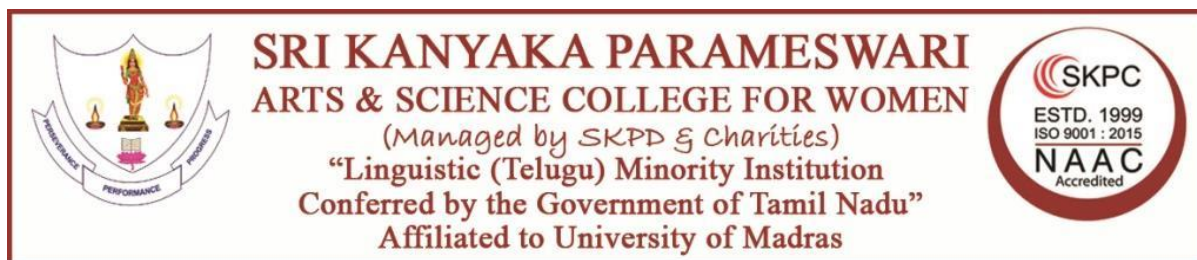
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# **ROLES AND RESPONSIBILITIES OF ATTENDERS**



## **ROLES AND RESPONSIBILITIES OF ATTENDERS**

The attenders are responsible for ensuring excellent service to the institution by assisting all stakeholders with their needs and inquiries, managing complaints and providing timely actions. Other roles of the attenders are:

- ❖ Maintain cleanliness in and around the campus
- ❖ Check the working condition of the safety equipment
- ❖ Dusts desks, chairs and tables
- ❖ Ensure proper locking of rooms/labs
- ❖ Carrying files from one place to another
- ❖ Perform any additional duties assigned from time to time
- ❖ Interact thoughtfully and courteously with students, staff and parents and outsiders