



# Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A<sup>+</sup> Grade with a CGPA of 3.55 out of 4 in the 3<sup>rd</sup> Cycle)

Gandhi Nagar, Vellore - 632 006,  
Tamil Nadu, South India.

Phone  
Off 91 416 22 41 774  
91 416 22 49 670  
Fax 91 416 22 47 281  
E-mail  
admin@auxiliumcollege.edu.in  
Web Site  
www.auxiliumcollege.edu.in

## Code of Conduct

### Non-Teaching Staff

The non-teaching staff members play a pivotal role in the smooth functioning of the College. They not only perform many important duties but also maintain official dignity and confidentiality. Their roles are:

1. Maintaining decorum and dignity of the Office, Department and College and being transparent, responsible, unbiased and impartial towards Management, staff, students, parents, well-wishers, etc.
2. Working with care, responsibility and dignity in carrying out their allocated work.
3. Not leaving their place of work without permission from the Principal/Secretary.
4. Co-operating with each other to fulfil their duties and Collegerelevant work.
5. Not criticizing authorities or any person inside or outside the College premises.
6. Avoiding abusive language and use of narcotics/alcohol on the College campus.
7. Never hurting anybody's emotion, ego, sentiment, or honour.
8. Never discussing any official issues of the College with anyone outside the College.
9. Willingly and actively helping in the various sectors of the College.
10. Cooperating fully in functions like Seminars, Symposiums, Conferences, Workshops, and other College functions.
11. Avoid taking outside work like job works from any outsider or engaging directly or indirectly in any trade or business. In the case of remunerative work like private tuition, the specific written permission of the Principal/Secretary in writing shall be obtained.
12. Not being absent from her/his duties without prior permission. In case of sickness or absence on medical grounds, a medical certificate to the satisfaction of the College authorities shall be produced when joining duty/within a week.
13. Not sending any application for employment under any other institution/agency, except through the Secretary.
14. Obtaining prior permission of the Secretary in writing before accepting any honorary work without detriment to his/her duties.

*Sr. J. J. Sushie*  
**PRINCIPAL**  
AUXILIUM COLLEGE (Autonomous)  
Gandhi Nagar, Vellore - 632 006.  
Vellore District, Tamil Nadu.

*Sr. J. J. Sushie*  
**SECRETARY**  
AUXILIUM COLLEGE (Autonomous)  
Gandhi Nagar, Vellore - 632 006.  
Vellore District, Tamil Nadu.



# Auxilium College (AUTONOMOUS)

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Gandhi Nagar, Vellore - 632 006,  
Tamil Nadu, South India.

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Off: 91 416 22 41 174  
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admit@auxiliumcollege.edu.in  
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15. Reporting to the Management if there is any criminal complaint, action/proceeding lodged against him/her in any police station, Court or Forum
16. Not engaging in any political activity and not associating with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
17. Not contesting or participating or canvassing for any candidate in any election.
18. Not bringing or attempting to bring any political or other influence on her/his superior authority in respect of her/his service interests in the College.
19. Not engaging oneself or participating in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relations with foreign States, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
20. Not indulging in any criticism of the policies of the Government either directly or indirectly or participating in activities that bring disrepute to the Government.

*Ss. Jyoti Sathya*

**PRINCIPAL**  
AUXILIUM COLLEGE (Autonomous)  
Gandhi Nagar, Vellore - 632 006.  
Vellore District, Tamil Nadu.

*Sr. Indira*

**SECRETARY**  
AUXILIUM COLLEGE (Autonomous)  
Gandhi Nagar, Vellore - 632 006.  
Vellore District, Tamil Nadu.