



GAYATRI VIDYA PARISHAD COLLEGE OF ENGINEERING (Autonomous)

Approved by AICTE, New Delhi and Affiliated to JNTU-Kakinada

Re-accredited by NAAC with "A" Grade with a CGPA of 3.47/4.00

Madhurawada, Visakhapatnam - 530 048.

Non-Teaching Staff:

A) Office Staff:

All the office staff shall:

1. Strictly adhere to the timings of the institute and maintain punctuality.
2. Assist the Head of the Department / concerned Office or section for smooth running
3. Be polite with students, colleagues and faculty.
4. Circulate information from the authorities timely to students, colleagues and faculty.
5. Maintain office records in the relevant files promptly.
6. Maintain confidentiality wherever needed.
7. Avoid any bias or favour to students, colleagues and faculty.
8. Refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, staff, faculty, and visitors.

B) Lab Staff:

All the Lab staff shall:

1. Strictly adhere to the timings of the institute and maintain punctuality.
2. Assist the Head of the Department / concerned Office or section for smooth running
3. Assist the concerned faculty in smooth conduct of laboratory classes.
4. Ensure the safety of the students while conducting the laboratory experiments.
5. Be polite with students, colleagues and faculty.
6. Maintain and up keep all the equipment in the labs periodically.
7. Maintain all the relevant registers like stock registers, maintenance registers and consumable register of the respective labs.
8. Maintain confidentiality wherever needed.
9. Avoid any bias or favour to students, colleagues and faculty.
10. Refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, staff, faculty, and visitors.