



KSIT
K.S. INSTITUTE OF TECHNOLOGY

Kammavari Sangham (R) 1952
K.S. GROUP OF INSTITUTIONS

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K.S. INSTITUTE OF TECHNOLOGY

Approved by AICTE, New Delhi; Affiliated to VTU, Belagavi, Karnataka; Accredited by NAAC

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Code of Conduct for Support Staff

- Commence work on time.
- Use all work hours productively and ensure that their activities in the workplace do not impede the effective operation of their department.
- Maintain a supportive environment while performing their assigned duties.
- Respect privacy and confidentiality in all matters. Understand the job scope, practices, and procedures relating to their position.
- Ensure accuracy and thoroughness in the performance of their assigned duties.
- Meet targets regarding work to be performed to the best of their ability.
- Manage time effectively.
- Be well-organized.
- Demonstrate ability to solve problem within the scope of their position.
- Demonstrate ability to work independently when appropriate.
- Show initiative.
- Notify their in-charge if they are unable to come to work.
- Submit leave application beforehand to or orally request for leave from the reporting superior if want to avail any kind of leave.

Secretary

SECRETARY

For KAMMAVARI SANGHAM

Principal

PRINCIPAL

K.S. INSTITUTE OF TECHNOLOGY
BENGALURU - 560 109